



Front Office / Administrative Assistant

The Front Desk Administrative Assistant position provides support to the school operations team by working closely with the front office staff in areas of student health, internal communication, student records, and external messaging. This full-time position serves as an integral member of the office support staff. This person must demonstrate the ability to prioritize tasks and adapt to the meet the needs of a fast-paced environment.

This position reports directly to the Office Administrator.

Essential Duties and Responsibilities

- Maintains accurate internal and external calendars which includes performances, extra-curricular activities, and community events
- Responsible for communication to parents using School Messenger email system
- Responsible for front desk:
 - Phones
 - Greeting the parents/students/community members
 - Determining the urgency of phone/in person assistance
 - Monitoring the main gate and allowing entry onto campus
 - Student check in/out
- Provides standardized testing support to Vice Principal during state testing
- Posts daily announcements in Synergy/Canvas
- Comfortable using Synergy (SIS)
 - Pulling reports
 - Demographic information
- Supports registrar with annual student enrollment
- Supports health aide by administering 1st aid/ medications and contacting parents
- Supports attendance clerk to ensure accurate attendance
- Performs other duties as assigned by the Office Administrator to support efficient office operations

Minimum Qualifications

- High School diploma
- Minimum of 2 years college
- 1-2 years of prior related work experience
- Knowledge of:
 - Office practices, procedures, equipment, computers, telephone etiquette, and letter writing
- Proficient in computer skills (word, excel, Microsoft Office, & SIS)
- Have a valid IVP Fingerprint clearance card
- Bilingual - Spanish (preferred, but not required)

Required Knowledge, Skills, and Personal Characteristics

- Performs routine-to-moderately complex clerical work to ensure the efficient and effective office operations
- Maintains confidentiality



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- Focuses on solutions and works well in team environment
- Possesses excellent interpersonal and communication skills
- Demonstrates ability to remain professional in an environment with frequent interruptions
- Exhibits strong and ability to handle multiple projects to meet deadlines

Salary and Benefits: Commensurate with experience. Member of ASRS

Interested candidates should submit the following via email to employment@goasa.org

- Cover letter, Resume, three letters of reference, and the ASA Application for Employment found on our website.