

FRONT OFFICE ADMINISTRATOR

ASA's mission is to inspire creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.

The Front Office Administrator manages the day-to-day functioning of the school office and supports the school administrative team. This position handles all front desk activities, maintains the health office by attending to the low-level health needs of students, and supports the department by providing necessary aid during increased student needs and coworker absences. This full time position works closely with other staff members in areas of communication, student data, attendance, and student records. The person in this position of confidence must demonstrate the ability to prioritize tasks and adapt to meet the needs of a fast-paced environment and ensures that the front and health offices remain areas of trust and efficiency at all times for students, families, staff, and visitors.

ASA is devoted to fostering an inclusive environment where the enjoyment and benefits of a college preparatory and performing arts education are accessible to the entire community.

This position reports to the Principal and is part of the Front Office Team.

Essential Duties and Responsibilities

Front Office Management

- Monitors the "Information" email address to ensure timely and accurate action is taken on all queries.
- Facilitates all telephone and in-person inquiries in the school office, providing accurate responses to families and guests.
- Monitors the main gates, allowing entry onto campus and maintains visitor logs.
- Directs communication and visitors to appropriate members of staff.
- Monitors all arrivals and departures of students to support accurate attendance recording.
- Oversees all mail and parcel deliveries to the office and facilitates distribution.

Health Care Services and Maintenance

- Triage student illness and medical needs of those visiting the health office, administering low-level care to them as needed.
- Informs families of health office visits and documents provided care.
- Coordinates all Medical Certifications and Health Plans, and accurately maintains the medication cabinet and medical supplies.
- Communicates Emergency Health Protocols.

Administrative Coordination

- Orders office supplies for the office, faculty, and staff as needed, following all purchasing protocols and accurate budget allocation.
- Provides standardized testing support to Administration during State testing periods.
- Prepares specialty copy jobs for faculty and staff as needed.
- Supports the Student Information Coordinator and the Student Enrollment & Campus

Life Manager during school events.

- Performs other duties as assigned using a variety of computer programs to support efficient and accurate office operations.

Minimum Qualifications

- High School diploma and a minimum of 2 years college.
- Minimum of 2 years prior experience in a professional setting using basic office equipment, skills, and protocols; school office experience preferred but not required.
- Valid Arizona Department of Public Safety Identity Verified Prints (IVP) card.
- Valid CPR and First Aid Certificates.
- Valid Seizure Management Certificate.
- Valid Arizona Department of Public Safety Identity Verified Prints (IVP) card.

Required Knowledge, Skills, and Personal Characteristics

- Proficient in the latest versions of Microsoft Office Suite and G Suite.
- Experience with database management software such as Student Information Systems (Synergy or PowerSchool) preferred.
- Capacity to work in a deadline driven environment and comfort with multitasking.
- Excellent time management skills with attention to detail and accuracy.
- Solution focused and works well in a team environment.
- Exceptional interpersonal, customer service, and communication skills.
- Ability to maintain confidentiality at all times.
- Remains professional in an environment with frequent interruptions.
- Bilingual in Spanish is preferred but not required.

Salary and Benefits

- Compensation commensurate with experience.
- Full time position with benefits.
- Member of ASRS.

Interested candidates should submit the following via e-mail to employment@goasa.org:

- Cover letter
- Resume
- Three letters of recommendation
- [ASA Application for Employment](#) found on the website.

Please note, Arizona School for the Arts is unable to sponsor visa applications for candidates for employment.

ASA is an equal opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, national origin, age, genetic information, or veteran status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.