



## Job Opening for

### ADMISSIONS ADMINISTRATIVE ASSISTANT

THE MISSION OF EASTSIDE  
PREPARATORY SCHOOL IS TO  
GUIDE STUDENTS TO ...  
THINK CRITICALLY  
ACT RESPONSIBLY  
LEAD COMPASSIONATELY  
INNOVATE WISELY

These four mission components guide the growth of the school as well as the evolution of our culture. Founded in 2002, Eastside Prep was accredited by NWAIS in January, 2010. Eastside Prep has grown from 17 students in 2003-2004 to a total of 457 in 2018-2019 in grades 5-12.

**Position Summary:** This full-time, 40-hour per week position reports to the Director of Enrollment Management and will provide administrative support for the Admissions Office.

#### Core Responsibilities

- Serving as the first point of contact on the phone and often by email, welcoming guests, prospective parents and students;
- Assisting in the admissions process, primarily through digital file management via Ravenna;
- Managing office needs including facilities and room requests, meeting scheduling, and office supplies;
- Supporting occasionally with the day-to-day operations of the school, including general reception of guests, mail management, meeting and event preparation, and other duties as assigned.

#### Knowledge, Skills, and Abilities

- Knowledge of and experience with contemporary office procedures and methods including telephone communications, office systems, and electronic record keeping.
- Knowledge of and experience with contemporary business communication, including style and format of emails, letters, minutes and reports.
- High level of skill and comfort with computers, specifically the Microsoft Office suite, including Outlook, Word, and Power Point.
- Ability to learn technology systems (Ravenna, InResonance Portal, School Forms Online) quickly.
- Skill of typing at least 50 words per minute.
- Ability to organize effectively, multi-task, establish priorities, work independently, and proceed with objectives without close supervision.
- Ability to conduct culturally competent conversations with diverse constituents, from board members to 5<sup>th</sup> graders.
- Ability to handle and resolve concerns and requests from prospective parents if they arise.

#### Credentials and Experience

- Desire to be part of a team within a school environment and to add to a culture of positivity.
- Demonstrated experience in customer relations; desire to represent the “front of the house;” and experience with professional roles in which multi-tasking and project management are required.
- Previous experience working with database systems desired (Ravenna preferred).
- Minimum of an Associate’s degree,
- Two years related experience, or
- Equivalent combination of education and experience.

Interested applicants should send resume and cover letter to [jobs@eastsideprep.org](mailto:jobs@eastsideprep.org) with the subject title **EPS Admissions Admin Asst**. Applications will be accepted until the position is filled.