



Job Opening for ADMINISTRATIVE ASSISTANT – OFFICE OF STUDENT WELL-BEING

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 development of curriculum as well as the evolution of the EPS 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 projected total of 492 for academic year 2019-2020.

Position Summary: Works to support a team of professionals who assist students on matters related to social, emotional well-being, medical health, identity development, and experiential education. The Administrative Assistant for the office of Student Well-Being reports to the Director for Student Well-Being who coordinates a team composed

of school counselors, the Coordinator for Equity Inclusion and Compassionate Leadership, the Coordinator for Experiential and Outdoor Education, and the School Nurse.

This non-exempt 1.0 FTE position works August 1 – June 30, with paid leave for the month of July. Compensation for this position comes with a full benefits package which includes health, dental and visual insurance (100% of the premium paid for the employee), retirement program, disability insurance, and a \$2,000 meal credit for breakfast and/or lunch in the school dining facility.

Inasmuch as this is the first year the position exists, it will start as soon as the successful candidate is identified, and will provide 4 weeks of paid leave between the date of hire and June 30, 2020, in the event that July, 2019, is not a convenient time to be away from the office. [Start time for this position is negotiable based on the successful candidate's circumstances.]

What's interesting about joining the Eastside Prep community?

- A welcoming community of professionals who work closely together with good humor and who are committed to excellence, eager to collaborate, and dedicated to the mission of the school.
- A student body characterized by kindness, curiosity, and friendliness.
- Rich professional development experiences, and opportunities for continued skill acquisition and professional growth.
- An inquiry-based, experiential, integrated curriculum.
- Teachers and staff who work with students in a variety of group configurations including classes, advising, project development and implementation, and extra-curricular activities.
- A school-wide ethic of good citizenship which guides faculty and staff in their interactions with families and colleagues.
- An entrepreneurial spirit, flexibility, and a willingness to participate in the full life of the school are especially welcome.
- Class size is limited to a maximum of 18, with several classes averaging 14 -16 students.

Credentials and Experience:

1. An earned BA or BS is required.
2. Fluency with Microsoft Outlook, Excel, OneNote, Word, Publisher, and PowerPoint is required.
3. Must be organized, efficient, self-motivated, a good team player, and a proficient problem solver.
4. Experience as an administrative assistant is preferred.
5. Experience working with adolescents is preferred.

If interested, please send a copy of your resume with a cover letter and references to jobs@eastsideprep.org. Email subject line should be: **EPS Student Well-Being Admin Asst**. Applications will be accepted until position is filled.