

Detroit Country Day School
Posting Date: June 10, 2014

Send resumes and letters of intent to:
Human Resources
22305 West 13 Mile Road
Beverly Hills, MI 48025-4435
Fax: 248-646-2458
hr@dcds.edu

Position Available: Immediately

Submit Resume By: As soon as possible
Contact: hr@dcds.edu

Job Title: ADMINISTRATIVE ASSISTANT in the LOWER SCHOOL ADMISSIONS OFFICE
Department: Lower School (LS) Admission Office
Class Code: Full time Staff (FST)
FLSA Status: Non-exempt
Issue Date: June 10, 2014

Job Description – General Summary

Perform general office duties, such as: word processing, filing, mail distribution, report preparation, scheduling, and other administrative duties as needed by the LS Director.

Reporting Relationships

Report directly to the LS Director as her immediate supervisor.

Qualifications

1. High school diploma or general education degree (GED).
2. The ability to work independently in carrying out assignments to completion.
3. Task-oriented and the ability to follow rigid work instructions in a structured environment with the capacity to deal with non-routine matters, such as special projects, with minimal specific instructions.
4. Math competency in addition to planning and organizational skills.
5. The ability to multi-task.
6. The capacity to maintain strict confidentiality in all employment matters.
7. Excellent communications skills and the ability to interface with students, parents, faculty and staff.
8. The ability to read and interpret a variety of directives furnished in written, oral or diagram form including safety rules, operating and maintenance instructions, and procedure manuals.
9. General familiarity with computers and Microsoft Windows products, including database, Internet, spreadsheet application and word processing software.

Essential Duties

To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The following list is not intended to be a complete or exhaustive recitation of all duties that may be performed.

1. Perform clerical duties as necessary, including word processing, filing and copying tasks.

2. Assist persons that request help from the Lower School (LS) admissions office.
3. Provide helpful, accurate and professional phone reception.
4. Assist with administrative projects, as required.
5. Conduct special analyses and projects as assigned and prepare reports detailing findings for admissions review.
6. Address inquiries from the Deans, Directors and faculty members regarding student files.
7. Produce and communicate accurate schedules for interviewing prospective employment applicants.
8. Oversee the admissions testing process, produce and communicate accurate schedules for applicant appointments, testing, tours, visits, etc.
9. Maintain files regarding applicant/student history.
10. Coordinate with the Business Office to process enrollment contracts and financial aid paperwork.
11. Coordinate with the appropriate school to process enrollment information.
12. Assist in scheduling the use of conference rooms.
13. Maintain an adequate supply of forms and office supplies for the admissions office.
14. Display a positive attitude in responding to questions and requests as they are presented.
15. Understand the functions/personnel of the school to effectively assist board members, alumni, faculty, administrators, parents, students, and visitors.
16. Maintain a clean working space that is clear and unobstructed. Maintain files that are organized and current.
17. Convey clear and concise communication and listening skills.
18. Demonstrate punctuality in meeting work schedules. Comply with time and attendance reporting.
19. Display commitment to excellence e.g. work that is consistently neat, thorough and professional in appearance.
20. Model ethical behavior that demonstrates diplomacy, empathy and tolerance within the school community.
21. Maintain good rapport and a cooperative relationship with other school faculty and staff members. Approach conflict in a constructive, open-minded manner. Help to identify problems, offer solutions and participate in the resolution.
22. Accept diversity within the school community and avoid sexual harassment and discriminatory practices.
23. Promote a positive and productive relationship with students, staff, parents, faculty, coworkers and administrators. Treat others with respect. Promote a teamwork environment and openness to new ideas and suggestions.
24. Maintain complete confidentiality of all personal information pertaining to employees, parents, students and guests of DCDS. Discuss only such information among appropriate personnel on a confidential and need to know basis.
25. Assume responsibility for the performance of all job duties in a manner to promote a safe work environment and immediately report all preventable hazards and unsafe equipment and practices to administration.
26. Remain flexible by adjusting the work schedule to accommodate department needs, working overtime, assisting another department and completing all duties as assigned.

Physical Demands/Work Environment

Physical Requirements:

The following physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

This employment position may require the employee to regularly sit, stand, talk or hear. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds.

Work Environment:

The following work environment characteristics are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

While performing the duties of this position, the employee is regularly indoors and the noise level in the work environment is usually moderate.

Note

DCDS is an “at-will” employer and this job description is not intended to create an employment agreement or contract. The Headmaster, and/or his/her designee have the exclusive right to alter this job description at any time.

Employees of DCDS are expected, to maintain current licensing or certification as required in their specific job functions; to maintain high standards of work performance; to participate in school activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to present the employee and the school in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the community in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor/director and to contribute to the team efforts of the department and to assist the school in achieving its strategic goals.

Employees must abide by all laws, school policies and guidelines.

Job Description Receipt:

Director Supervisor: _____

Employee Name: _____ Date Received: _____