

## Front Office Administrative Assistant

Job Title: Front Office Administrative Assistant  
Department: Admissions and Enrollment Management  
Reports to: Lisa Knight, Director of Admissions and Enrollment Management  
FLSA Status: Non-exempt  
PDS Status: Staff, part-time, non-benefited

This position is a part-time, 12 month position. Hours are Monday through Friday 12:00 p.m. - 4:30 p.m.

### Essential functions:

- Performs general administrative tasks including, but not limited to, greeting all guests, administering the visitor management system, and informing Admissions of arrivals.
- Creates a welcoming and professional first impression for all visitors.
- Answers and manages all incoming phone calls to the school.
- Communicates in a positive and effective manner with staff, administration, students, parents, and visitors
- Assists with the implementation of Admissions Open Houses, Admissions ISEE testing sessions, and all other Admissions related special events
- Performs data entry and administrative support for Admissions
- Manages Parent Volunteer Program tour scheduling process and communication
- Serves as an active member of the Safety Committee, implementing safety procedures as outlined in the Emergency Operations Plan.
- Works collaboratively with the Admissions, Safety/Security, College Guidance and other departments.

### Required abilities, knowledge, and skills:

- Must have excellent verbal and written communication skills
- Ability to manage and use Google products including gmail, drive and calendar
- Knowledge of record keeping methods
- Act in a professional and friendly manner at all times
- Strong attention to detail and excellent organizational skills are required

### Compensation:

Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

### Application Process:

Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

[PDS.frontdeskposition@providenceday.org](mailto:PDS.frontdeskposition@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).