



Middle School Administrative Assistant

Girls Preparatory School

Chattanooga, Tennessee

Girls Preparatory School inspires each girl to lead a life of integrity and purpose by engaging her mind, cultivating her strengths, and nurturing her self-confidence and respect for others.

Our School:

Girls Preparatory School (GPS) was founded to provide girls with the necessary courses to pursue a college education, GPS has proudly graduated almost 6000 young women since 1906. Currently, 131 faculty and staff serve about 600 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts and STEM courses and co-curricular programs of leadership development, athletics, performing arts and community engagement.

The Opportunity:

The Middle School Administrative Assistant works closely with the Middle School Head and the Dean of Students to support about 250 girls in grades 6-8 and 66 teachers. S/He supports them in all their administrative needs to ensure the smooth running of the Middle School and reports directly to the Middle School Head. S/He is also available to assist parents, students and teachers.

Major Responsibilities & Duties:

- Receives guests, directs phone calls, and takes messages when necessary
- Tracks student absences and calls parents when students are not at school
- Keeps all biographical information on students and parents updated on Blackbaud Education Edge database
- Tracks required student paperwork, such as emergency medical forms and immunization forms. Makes sure paperwork reflects all immunization requirements are met and communicates with parents if this is not the case
- Fulfills transcript requests using Blackbaud Education Edge database
- Administers first aid when necessary and maintains medical supply inventory
- Creates schedules and class lists on Blackbaud Education Edge database with information provided by the Middle School Head.
- Makes field trip arrangements
- Respects confidentiality and uses discretion when information is shared by faculty, parents, students and administrators
- Manages projects, schedules meetings, and prepares various correspondences
- In event of teacher illness, helps secure and arrange subs as needed.
- Other duties as assigned.

Experience/Skills/Characteristics Expected:

- Strong sense of integrity and personal character, outstanding professionalism, and a healthy sense of humor
- Bachelor's degree in related field or equivalent experience
- 5-7 years of prior administrative support experience
- Excellent attention to detail; strong organizational skills; professional demeanor; good judgement and the ability to work independently, but collaboratively, in a goal oriented team environment
- Superb technology skills, especially Microsoft Office expected and OnCampus preferred
- Outstanding written and verbal communication skills that include extraordinary spelling and grammatical skills a must

[Click here](#) to apply for this position.

Girls Preparatory School is an equal opportunity employer. We are committed to providing a workplace free from discrimination and unlawful harassment. It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.