

The Arbor School School Administrative Assistant

Position Summary:

This position is our friendliest face on campus and is responsible for welcoming all Arbor School parents, students, staff, and friends on a daily basis. This role provides critical support for completing daily tasks and projects in order to ensure efficient operation of the school office and administrative support to The Arbor school community.

Essential Duties and Responsibilities:

- Serves as receptionist for the school.
- Opens and readies the school office on a daily basis.
- Collects and disseminates the mail for the office.
- Coordinates breakfast and lunch meetings as needed.
- Assists administrative team with school special events and fundraisers.
- Corresponds with parents and prospective parents (email, mailings, forms, inquiries, etc.)
- Maintains the school calendar and schedules prospective parent tours.
- Processes and maintains all student files.

Skills and Abilities:

An ability and willingness to “wear many hats” and be comfortable working in a small office environment where multiple tasks must be juggled and prioritized. Flexibility, along with troubleshooting and problem solving skills, are essential. Strong working knowledge of computers and ability to use Microsoft suite.

Qualifications:

High school degree required. Minimum of three years administrative assistant experience. Experience working in a non-profit and/or school setting is preferred.

If you would like to apply for any of the above positions, please send your résumé and cover letter outlining your interests and abilities to:

The Arbor School
Attn: JuliAnna Jelinek, Executive Director
1919 Knoll Street
Houston, Texas 77080