



Position Opening: Administrative Assistant for Multiple Divisions

Type: Full-time 12 Month Staff

Application Deadline: Open until Filled

Start Date: OPEN

Maumee Valley is a community of lifelong learners. A Maumee Valley education is Personal, Experiential, and Global. As the only secular, PS-12 independent school in northwest Ohio, Maumee Valley supports an accomplished and diverse student body within a rigorous academic program on their journey to finding the right fit for college and career. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world where diverse learners, voices, stories, and experiences are heard in order to empower and educate our community members.

A Maumee Valley employee is a guide who orchestrates learning for students in ways that are engaging, challenging and relevant. The successful candidate is a resourceful and innovative individual who utilizes a range of pedagogical techniques in order to reach all learners. The community will feel safe, respected, and confident in the environment created by this candidate. We ask all of our employees to do the following:

- Fully embrace [MV's mission and values](#), [MV's Vision](#), [the portrait of a MV graduate](#), and [the portrait of a MV educator](#)
- Recognize, embrace, and engage in [diversity, equity, and inclusion](#) work
- Work collaboratively
- Cultivate an environment of continuous growth
- Place students at the heart of their practice
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

## **Administrative Assistant for Multiple Divisions**

The Administrative Assistant is primarily responsible for handling all clerical tasks in multiple divisions of the school. This position serves as “command central” and must be diligent when accounting for students and their activities. The administrative assistant will answer phones, file records, and greet visitors. They also read and respond to mail and email from parents, students, teachers, and others. In addition, school administrative assistants record student attendance, handle student or teacher requests and report to the Division Heads.

### **Key Responsibilities and Duties:**

- Maintain student files, attendance, and other records
- Answer phone calls and emails from parents and school administrators
- Assist visitors on school campuses
- Prepare school reports, letters, and other documents
- Manage the division offices (supplies, equipment, calendars, etc) in a collaborative, cooperative way
- Manage subs and timesheets for all hourly employees within these divisions and report to HR for payroll. This record includes the PTO for the absent faculty/staff/division head
- Coordinate student conferences and proof comments and correspondence in student records

### **General Office Support**

- **Basic office equipment** – from copiers to fax machines, school administrative assistants should be highly knowledgeable about various office equipment
- **Google Suite Applications** – many tasks assigned to school administrative assistants pertain to generating reports or sending emails, so these professionals should be proficient in Google Suite
- **Blackbaud’s Education Edge** utilizes the database to build classes, reports, and other materials as needed
- **School policies** – school administrative assistants should be fully aware of all school attendance policies as well as policies regarding school visitors, picking up students, early dismissals, and other pertinent rules.

### **Personal Skills:**

- Exceptional written and verbal communication skills
- Phenomenal technical skills
- Adept at communicating with a diverse population
- Strong organizational and interpersonal skills
- Detail-oriented multitasker
- Strong time-management and problem-solving skills
- Able to work independently and is driven to learn more
- Practices and researched “best practices” and assesses and tweaks current practices to continually grow

- Is driven by exceptional customer service attitude and thrives in a position of service to the school constituency

**Credentials:**

- Minimum of 3 years experience in a similar position
- Bachelor's degree or experience in an educational setting preferred

**Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

**HOW TO APPLY:**

Please email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org). Documents needed: [MVCDS Application](#), cover letter, resume, and three written professional letters of reference, and a copy of college transcripts. Please use the title of the position in the subject line of your email.