



Lower School Administrative Assistant (Part-Time or Full-Time)

The Seven Hills School seeks an administrative assistant for our Lower School. This position may be part-time or full-time. The Lower School Administrative Assistant plays a vital role in the daily operations and overall culture of the Lotspeich Lower School. This part-time position serves as one of the first points of contact for students, families, faculty, and visitors, whether in person, via phone, or email, and creates a warm, welcoming, and positive experience for all who engage with the school.

The role balances operational functions such as attendance, communication, and scheduling with administrative support to the Head of Lower School. The Administrative Assistant collaborates closely with faculty, staff, and families to support the needs of young students and ensure smooth day-to-day operations.

Key Responsibilities:

Front Office & Reception:

- Serve as a first point of contact for all visitors and inquiries, providing a warm, welcoming, and professional environment.
- Answer and direct all calls following proper etiquette.
- Admit and sign in visitors per school protocols, issue visitor passes, and maintain lobby security and organization.
- Provide general information about school activities, programs, and events.
- Assist with safety protocols, including fire, tornado, and lockdown drills, and support daily dismissal as directed by the Director of Security.

Administrative Support:

- Provide administrative support to the Head of Lower School.
- Special projects as assigned by Head of Lower School.
- Manage calendars, schedule meetings, coordinate appointments, and arrange logistics.
- Maintain office systems, files, and documentation with a high level of organization and confidentiality.
- Order and manage office and classroom supplies by monitoring inventory and identifying cost-effective purchasing options in coordination with divisional leadership.
- Assist with tracking of expenses and budgets.

Attendance and Student Records:

- Track attendance for Lower School students, maintaining accurate daily records of attendance, tardies, and dismissals.

- Maintain records related to faculty/staff attendance and coordinate substitute teachers and classroom coverage as needed.

Student & Family Support:

- Provide a supportive and responsive presence for Lower School students and families.
- Assist with student needs, including early dismissals, late arrivals, and coordination with the nurse or other departments when appropriate.

Events & School Programming:

- Assist in planning and executing Lower School events such as orientations, back-to-school nights, parent/teacher conferences, assemblies, and celebrations.
- Support setup, coordination, and breakdown of events and meetings.

Other Responsibilities:

- Uphold high standards of performance while fostering a culture of continuous improvement.
- Work collaboratively as part of a front office team.
- Work independently while keeping supervisors appropriately informed.
- Perform additional duties as assigned by the Head of Lower School.

Qualifications & Skills

- Associate's degree required; Bachelor's degree preferred.
- 1-3+ years of administrative experience preferred.
- Strong organizational, time management, and multitasking skills.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and confidentiality.
- Ability to build positive relationships with students, families, faculty, and staff.
- Proficiency in Google Workspace and willingness to learn new systems.
- Strong attention to detail and ability to work both independently and collaboratively.

Hours and Scope of Role

This is constructed as a part-time role, with the employee working in the office daily for about half of the school day. Hours would include the start of the school day each morning and allow for some flexibility.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

Application

Candidates should apply by clicking [here](#). Complete applications should include a cover letter, resume, transcripts, and letters of recommendation if available.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.