**College Advising Administrative Assistant**

All Saints’ Episcopal School is currently seeking an organized, and collaborative professional who is passionate about working closely with talented students and supportive parents in the college admission process.  College Advising seeks to hire an Administrative Assistant who excels in office management and interpersonal skills, and who possesses an enthusiasm for working in a fast-paced and dynamic environment with adolescents.  Efficiency, timeliness and good humor are essential elements of this position.  The ideal candidate will have three or more years of experience managing administrative and logistical processes for a focused team in an office setting, ideally in an educational context.  The College Advising Administrative Assistant would join a tight-knit team of two full-time college advisors.  The Administrative Assistant is expected to attend all required Upper School staff meetings and professional development opportunities as required.

Schedule: Monday-Friday, 7:45 AM - 4:15 PM

Job Classification: Non-Exempt, Salaried

Reports to: Dean of College and Academic Advising

Responsibilities/Duties:

* Front-of-house contact in College Advising for the entire student, parent/guardian, and college admission community
* Coordinate logistics, technology, site requests, and community communication regarding College Advising information sessions and other events
* Schedule and coordinate college representative day visits and coordinate on-campus college fairs and special, hosted programs
* Manage PSAT and PreACT test day logistics and proctors; receive and input score results
* Perform review of transcripts at the start of each term and update databases and software with transcripts and teacher recommendation letters promptly college advisors with the scheduling of student and family meetings as needed
* Field general office calls and emails for advisors in a prompt and highly responsive manner
* Track office supplies and hospitality inventories and place orders
* Manage office paperwork and digital records
* Other duties as assigned

Minimum Qualifications

* College-level degree
* 3+ years in a customer service-oriented office setting, preferably within education
* Strong attention to detail and strong command of time management
* Ability to maintain a positive attitude, excellent multi-tasking skills, and adaptability even under occasional pressure and ongoing deadlines
* Strong verbal and written communication skills
* Strong proofreading and editing skills
* A welcoming attitude and warm interpersonal skills
* Discretion and sensitivity when dealing with students, families, and campus constituents
* Command of Microsoft Office and Google is a must

Desired Qualifications:

* Experience with Naviance, MaiaLearning, Common App, Coalition App, and related resources is a plus

Physical Qualifications:

* Wrist and hand movements related to computer work
* Must be able to remain in a stationary position for 80% of the time

If interested, please apply here <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=5913&clientkey=4797A09DF6BD4A760F8DE5667B2ED103>