

## **St. Mary's Academy Employment Posting**

Job Position: Sanders House Receptionist / Administrative Assistant

### **SMA Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic independent school offering rigorous academics in its co-ed lower and middle schools and in its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds and fosters character and moral development from Junior Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to lifelong learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, athletic and other school-administered programs, as well as employee and personnel concerns. St. Mary's Academy is an equal-opportunity employer.

### **Job Description:**

St. Mary's Academy is seeking a Receptionist / Administrative Assistant, which is a full-time 12-month, non-exempt position reporting to the Director of Admission. This individual will support the organization by acting as a friendly, knowledgeable, helpful, and committed representative of the Academy and by performing a variety of essential tasks to ensure the smooth operation of the Academy's front office. This position is expected to provide outstanding customer service to prospective and current school families, trustees, alumni and other school community members in-person, on the telephone, and via electronic communication. He or she is expected to have the basic information necessary to answer frequently asked questions to better serve school community members with various inquiries.

### **Major Duties and Responsibilities:**

- Answer telephone calls in a pleasant, professional and informed manner in order to provide information and foster a positive image of the school.
- Greet visitors, guests, students, and families respectfully, warmly, and professionally, and provide appropriate assistance, information, and hospitality.
- Assist in all aspects of maintaining a professional front office, including but not limited to: fielding and directing incoming phone calls; filing, copying, and faxing sensitive information; and receiving, processing, and sorting incoming and outgoing mail.
- Process deposits using desktop scanner.

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JUNIOR KINDERGARTEN THROUGH GRADE 8 - CO-EDUCATIONAL  
HIGH SCHOOL - ALL GIRLS

- Monitor, manage, and order various necessary office supplies for the Academy.
- Prepare admission files for all applicants; including document uploads to PCR or printing submitted documents for applicant files.
- Assist with the scheduling of meetings, tours, and interviews with prospective students and families for the Admissions Office.
- Complete various clerical assignments and projects for the Advancement Office, the President's Office, the Office of Communication, and the Academy Historian, always in coordination with the Director of Admissions.
- Coordinate summer projects to be completed by high school student employees.
- Manage the telephone message system (including office hours, inclement weather, and other various recorded messages).
- Develop a positive, welcoming, caring, and capable climate in Sanders House.
- Arrange for coverage of front desk duties at all times (Sanders House lunch/break coverage, HS student scheduling/training, vacation).
- Maintain a viable list of substitutes for the position.
- Understand, adhere to, and support the mission of St. Mary's Academy.
- Other duties as assigned.

## **Qualifications & Requirements**

Education and qualifications should include the following:

- Bachelor's degree in a related field (strongly preferred).
- A minimum of three years experience in an administrative position, preferably in a not-for-profit and/or admissions office.
- Must be proficient in Microsoft Word & Excel.
- Database management experience - PCR or Blackbaud preferred.
- Familiarity with Macintosh Operating Systems and applications.
- Willingness to be trained in fundamentals of software and database essentials, as necessary.
- Excellent oral and written communication skills.
- Ability to organize and prioritize work, multi-task, and manage time effectively and efficiently.
- Ability to work independently with minimal supervision.
- Excellent interpersonal and social skills.
- Ability to speak Spanish (or other foreign languages) preferred.

## **Salary & Benefits:**

Salary is commensurate with experience. This is a non-exempt, hourly position with benefits.

## **How to Apply:**

Interested candidates should send a cover letter and resume to [llopez@stmarys.academy](mailto:llopez@stmarys.academy) by October 1, 2017. No calls, please.

**Contact Person:** Lindsey Lopez, Admissions Associate

**Email of Contact Person:** [llopez@stmarys.academy](mailto:llopez@stmarys.academy)

**Position Closing Date:** October 1, 2017