



## Entry-Level Office Assistant

**Type:** Full-Time (Temp-to-Hire)

**Hours:** 10:00 a.m. – 6:00 p.m.

**Supervisor:** Office Manager

**Start Date:** ASAP

### Mission Statement

*Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### Diversity Statement

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of Integrity.*

### Job Description

Catherine Cook School seeks an enthusiastic and multi-talented individual to serve as our Office Assistant. The ideal candidate will have experience working in a fast paced educational environment with both the interpersonal skills (i.e., written and oral communication, database entry, computer literacy) to respond to a wide range of constituent needs.

### Job Requirements

- Create a warm, inviting environment for students, visitors, and families.
- Handle daily email traffic and respond to emails where appropriate.
- Serve as main point of contact for all incoming calls by successfully prioritizing and respond to inquiries.
- Greet and direct incoming school visitors (vendors, parents, etc.).
- Open, sort, and distribute all incoming mail and prepare shipments using FedEx, UPS and USPS as needed.
- Manage office supply inventory for the school and fulfill supply requests for faculty and staff in a timely manner.
- Compose, proof, and edit professional correspondences and other records received and disseminate on time as needed.
- Operate basic office equipment and assist faculty and staff as needed.
- Perform general clerical duties including but not limited to: photocopying, scanning, mailing, filing, laminating, etc.
- Manage the workroom/main office inventory and keep work stations clean and prepared for the following work day.
- Print and sort daily schedules and rosters for Extended Day and After School Adventures (ASA) staff.
- Assist with the purchasing of snacks for the school's After School program.
- Support the school nurse as needed by providing basic care to students and contacting parents and caregivers should the child be too ill to return to class.
- Staff open houses, orientations, back to school events and parent teacher conferences as needed.
- Complete special projects and other duties as assigned.

### Qualifications & Skills

- Energetic, outgoing team player with the ability to function independently, as well as in a collaborative environment.
- Confidence in assuming responsibility for the health, welfare, and safety of students.

- Microsoft Office proficiency (Word, Outlook, Excel, and PowerPoint) and strong technology skills with iPad applications.
- Ability to work in a fast-paced environment with a high degree of professionalism.
- Excellent interpersonal skills, organizational skills, problem solving abilities and attention to detail.
- Willingness to learn and grow professionally; positive attitude required.
- Proof of COVID-19 Vaccination

**Benefits**

Catherine Cook School offers its employees a competitive benefits package that includes paid time off; medical, dental, vision, and life insurance; and a retirement plan. In addition, the school provides free lunch to all employees. Parking is available to all interested employees for a fee.

Qualified applicants can submit a cover letter, resume, and three references to **David Recksieck, Office Manager**, at [main.office@ccookschool.org](mailto:main.office@ccookschool.org).

*Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschool.org](http://catherinecookschool.org) to learn more about our school and culture to see if you'd be a good fit.*