



## ST. MARY ACADEMY - BAY VIEW

St. Mary Academy – Bay View is seeking a full-time **Administrative Assistant for the Middle and Upper Schools**. The Assistant works closely with the Academy Principal, Vice Principal of Curriculum and Academics and the Dean of Student Life to maintain the routine functions of the school day and all related activities.

The Administrative Assistant is often the first contact for families and faculty, The ideal candidate must possess excellent personal and communication skills. The Assistant handles sensitive and confidential information regularly, so discretion is essential. This position also requires a high degree of organization and attention to detail, as well as being a proactive and cooperative member of the community. Candidates must be committed to an all-girls education and Mercy values.

### Responsibilities :

- Maintains confidentiality with all information gathered or shared within the position
- Manages the leadership team's schedules and calendars in accordance with school priorities and and the all-school calendar
- Ensures adequate teacher coverage for absences
- Arranges for substitute teachers: coordinates substitute teacher needs
- Keeps track of teacher absences
- Maintains faculty files current and accurate
- Orders faculty supplies in accordance to Departmental budgets
- Maintains copies of all invoices and payments
- Maintains accurate documentation and information regarding Title government funds
- Answers incoming telephone calls and emails
- Coordinates appointments, meetings and interviews for the Leadership team
- Coordinates events such as graduation, award ceremonies and others
- Coordinates divisional needs as directed by the Leadership team
- Coordinates weekly Newsletter for Middle and Upper School faculty
- Other duties assigned by Leadership team as needed

### Qualifications:

- Bachelor's degree preferred
- At least one year administrative support experience, ideally in an educational setting ●
- Excellent interpersonal and relationship building skills
- Excellent organizational skills and demonstrated ability to effectively manage several tasks at a time
- Excellent problem solving skills: ability to follow through and resolve emergent issues
- Excellent writing, editing and proofreading skills
- Strong proficiency in the use of Google Suite (Docs, Spreadsheets, Forms) and Microsoft Office programs (Word, Excel) and experience working with database programs
- Demonstrates cultural competency and skills in working with and learning from people with diverse backgrounds and experiences
- Approaches work with energy, kindness, maturity, curiosity, flexibility, and a sense of humor.

- Regards collaboration as an essential component of professional growth and values working on a team
- Enjoys a commitment that extends beyond the office, including contributions to the larger school community
- Strong work ethic and a caring temperament

#### TO APPLY

Go to [bayviewacademy.org/about-bayview/employment-opportunities](http://bayviewacademy.org/about-bayview/employment-opportunities) and complete the “Non-Teaching Application.” Bay View Application, letter of interest, and resume should be submitted via email to [employment@bayviewacademy.org](mailto:employment@bayviewacademy.org).

**AN EQUAL OPPORTUNITY EMPLOYER:** St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status or other legally protected status.

St. Mary Academy – Bay View is an all-girl independent Catholic school serving a diverse population of girls from preschool through grade twelve in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while empowering each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.