



# LANCASTER COUNTRY DAY SCHOOL

## Position Description

**Position Title: Upper School Administrative Assistant Updated: July, 2021**

**Department/Division: Upper School**

**Reports to: Head of Upper School**

**Position Status: Non Exempt/Full Time/12 Month Position**

Please submit cover letter, resume, and references to [tarvinb@lancastercountryday.org](mailto:tarvinb@lancastercountryday.org).

### Position Summary

Provides high-level administrative support to the Upper School office (year-round) by managing daily operations of the Upper School office. This person will be the first level of communication with Upper School and will also perform a variety of managerial and organizational duties including those responsibilities of a confidential nature dealing with students, parents, and faculty. Identifying, planning for, organizing and supervising the needs of the Upper School Office which includes the College Counseling Office are integral parts of the position. Duties performed are designed to support the Upper School administrative team and College Counseling Office in their efforts to provide a quality education for LCDS students, timely information for LCDS parents, and a positive working environment for LCDS faculty.

### Upper School Office Administration Essential Responsibilities

- Serves as “first friendly face” of the Upper School Office to all students, staff, and visitors
- Provides daily Upper School Office administrative duties such as mail management, phone calls, daily attendance, file preparation and organization, class rosters, student schedules, permanent records, ordering office supplies (file folders, transcript paper, postcards, stationary, tissues)
- Provides administrative support and organization for Upper School events including Graduation and Awards Assembly
  - Verifies names and orders diplomas
  - Organizes and prepares all awards
- Tracks student enrollment in Upper School
  - Updates lists of resources loaned to students
  - Maintains off boarding procedures for departing students

- Participates in faculty meetings, committees, and sponsorship of school activities
- Helps with coverage of school front desk/visitor sign-in
- Provides administrative support to faculty

### **College Counseling Essential Responsibilities**

- Serves as the primary account manager/liaison for Cialfo
  - Compiles college application materials (transcripts, test scores, and recommendation letters) from each senior and submits/uploads to each college through Cialfo or mail materials if needed
  - Keeps electronic copies of submitted paperwork
  - Maintains a record of applications submitted
  - Creates and manages annual list of applications and admission decisions for each LCDS senior
  - Uploads transcript updates at certain points during the academic year (especially mid-year grades and final grades)
- Manages student transcript records and submission
  - Prepares transcripts
  - Attaches school profile and grading scales
  - Prints and mails documents on school letterhead if paper copy is needed/requested
  - Prepares school paperwork for applications to summer school, special programs, and so forth
  - Works with the college counselor to complete and submits National Merit applications
- Completes communication projects and messages
  - Prepares/disseminates College Counseling department correspondence to Upper School parents (examples: all College Counseling Office events and programs, end-of-year survey to seniors and parents, mid-year application update to parents of seniors)
  - Manages RSVP list for Upper School and College Counseling programs, annual school profile with Communications Office, annual college enrollments and acceptances list with Communications Office, annual 5-year college enrollments and acceptances list with Communications Office, and Commencement program
  - Updates website as needed
  - Manages and update bulletin boards outside of Upper School Office
- Manages college representative visits
  - Maintains electronic schedule of college rep visits (renews contract with online provider)
  - Prepares snack bags for visiting college representatives
  - Prepares tickets for LCDS students visiting with college representatives

**Qualifications:**

- Minimum of five years of professional experience
- Organized, efficient, and skilled in management
- Able to relate to and work closely with diverse school constituencies
- Excellent interpersonal skills
- Ability to communicate effectively orally and in writing
- Proficient with Word and Excel and have comfort with other electronic tools, such as databases, Google Apps, survey systems, etc.

**Physical Demands:**

- Regularly sit, talk, hear and visually intercept visitors
- Be able to occasionally lift up to 30 lbs.
- Work at desk and computer screen for extended periods of time
- Work is in a traditional climate controlled office environment