

Administrative Assistant – College Counseling**Band I, Zone A - Schools**

The Administrative Assistant assists with the accurate processing and recording of college applications for Cranbrook-Kingswood students. This position is often the first contact that students, college representatives, parents, alumni, and others have with the College Counseling office. Responsibilities include: Day-to-day maintenance of the College Counseling database and updating of the website as necessary. Assist with the maintenance of the calendars for the six college counselors in the office. Coordinate 100+ college representative visits every academic year; visits begin in September thru December. Monitor the online visit scheduler website, book the appropriate meeting rooms, post flyers on bulletin boards, update the host assignments on counselor calendars, greet the college representatives, email signed attendance forms to both Deans of student offices for attendance tracking and filing of college literature and business cards. Receives and answers questions from students and parents regarding college application procedures, standardized testing deadlines and procedures, and how to find information relating to scholarships and colleges. And more. Requirements: Minimum requirements are a high school diploma or GED and a minimum of two years administrative experience. Strong computer skills in Microsoft Word, Excel and databases, and the ability to prioritize and organize multiple tasks is required. Must have excellent data-entry skills. The ability to communicate effectively with constituents via the phone, electronically and in person, and experience maintaining an office calendar are essential. Familiarity with the college application process and standardized testing helpful. **This is a part-time position working 30 hours per week during the school year.**