

Senior Administrative Assistant

Coordinate work of the six counseling and one office staff to assure smooth logistical operation of the college counseling process. Coordinate office communications with families, vendors, college representatives, and other necessary constituents. Assist students with the process resulting in a students' successful completion of application, selection, and entrance into college. Responsibilities include: Oversee the college application process by communicating with the counselors, parents, and students. This is handled in a highly confidential and timely manner – deadlines are imperative. Schedule facilities and serve as primary point of contact for the logistical coordination necessary for the live-streaming of our multiple daytime and evening programs. Maintain the computerized records system. Generate reports from computerized records system for counseling students, for administrators, and for Board of Governors. Process and maintain all expense records for College Counseling and reconcile ledger reports monthly. Requirements: High School Diploma or GED required; Associate or Bachelor Degree preferred. A minimum of five years experience providing administrative support at a senior level required. Proficiency in Office 365 and other Microsoft cloud-based products required (Word, Excel, Access, PowerPoint, internet browsers, email); working knowledge of databases and Cranbrook-specific computer software preferred. Proficiency in the use of Survey Monkey (or similar), the Google Office Suite, and online appointment booking software. Comfort and some familiarity with social media outlets like Twitter, Instagram and YouTube. Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required. Valid Michigan driver's license with satisfactory driving record required. **This is a full-time school session position with a work schedule of August – June.**