

Sr. Administrative Assistant

The person in this position will be responsible for providing day-to-day support of operations of the boys or girls residence hall program for the Upper School. The Senior Administrative Assistant must be highly organized, professional, possess high leadership skills, work effectively with people and with little supervision. In addition, the assistant sets a tone in the dorm as a home away from home for student residents ranging in age from 13-19, and has frequent contact with parents and guardians. Responsibilities include: Provide administrative support to the dorm office including, but not limited to, telephone support, filing, copying, correspondence, and mail distribution. Keep accurate records for the residence hall budget. Coordinate, prepare and distribute yearly Residential Duty Calendar and Duty Handbook (a major project). Coordinate, prepare and distribute Weekend Activity Calendar, which is distributed to duty teams and administrators on a weekly basis during school year. And more.

Requirements: High School Diploma or GED required, Associate or Bachelor Degree preferred. A minimum of four years senior administrative assistant experience required, preferably in a large residential setting, service/sales, broad administration or other office management positions. Extensive computer skills, knowledge of all Microsoft Office products (Word, Excel, Access, PowerPoint), Internet browsers; working knowledge of Cranbrook-specific computer software would be preferred. Requires a valid Michigan driver's license with satisfactory driving record. **This is a full-time school session position with a work schedule running from mid-August through mid-June, located in the Cranbrook Boys Dorm Office.**