

### **Senior Administrative Assistant**

Provide administrative support to the Academic Deans in order to facilitate their ability to meet department and overall strategic goals, as well as support the day-to-day activities of the department. Responsibilities include: Answer and screen incoming telephone calls, providing appropriate background information to the Deans in order to facilitate effective responses to faculty, students and parents. Provide support for Coordinator of Learning Services. Facilitate comment writing process. Prepare and generate general correspondence, pushpages, mailings. Maintain calendars for Academic Deans, schedule appointments, coordinate meetings. Maintain academic files and 504 Accommodation Plan files. Coordinate events such as Cum Laude dinners, 8<sup>th</sup> Grade Parent Night, Academic Planning Nights, and lectures. Coordinate electronic placement tests. Coordinate PLAN and PSAT testing, and extended time testing during mid-term and final exams, including Proctor staffing. Order and maintain office supplies and equipment. Additional duties as assigned. 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 Microsoft Office products required (Word, Excel, Access, PowerPoint, internet browsers, email); working knowledge of databases and other Cranbrook-specific computer software preferred, ie. Senior Systems and CranNet. Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required.

**This is a full-time school session position working 40 hours per week from late August through late June, and 20 hours per week during the summer months.**