



To apply, please send resume and cover letter to Terri Smith at [tsmith@stcroixprep.org](mailto:tsmith@stcroixprep.org)

## **District Administrative Assistant & Receptionist– St. Croix Preparatory Academy**

**Hours:** 40 hours/week, 12 months/year

**Salary Range:** \$16.00-17.50/hour

**Start Date:** Immediate Opening

### **Job Duties:**

As the receptionist this position receives, directs and assists visitors and or callers in a warm, welcoming manner. This position also provides a wide variety of administrative support for the Human Resource and Facilities Directors, as well as the Health Services and Food Service Departments. Administrative support includes scheduling, calendaring functions, designing and writing internal and external communication. In addition this position assists the Communications and Events manager with event logistics.

### **Required Qualifications:**

- Proficient computer skills with MS Word, MS Excel, and MS Publisher or Pages

### **Preferred, but not required qualifications:**

- 2 years office administrative experience
- BA/BS degree
- Experience with Synergy student information system & Feepay
- Computer graphics experience
- Newsletter design and writing
- Experience working in a school