



Date Posted: September 15, 2023

Send resume to: Name: Tristan D'Angelo  
Address: 6919 Transit Rd., East Amherst, NY 14051  
Email: principal@stmaryschoolswormville.org

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Administrative Assistant

Salary: \$15/hour – summer hours may vary Salary will be:  hourly  other

Employer: St. Mary School Swormville Department \_\_\_\_\_

Location Address: 6919 Transit Rd., East Amherst, NY 14051

Employer website: stmaryschoolswormville.org

### **Brief Job Description**

Looking for a highly motivated and organized individual to provide administrative support to the school including greeting parents and students, providing various support services for students, parents, staff and the public, and promoting positive public relations for the school. This position is responsible for providing general bookkeeping services to the school including ordering, deposits, and processing check requests.

### **Essential Duties & Responsibilities**

- Manage the operation of the school office.
- Coordinate and maintain office communication to parents.
- Work closely with the principal to ensure open communication and that the needs of the school are being met
- Promotes positive relations with parents and the general public concerning the school. Answers inquiries; researches data to provide information concerning school programs as requested.
- Manages relationship between school and parish offices; school and Home School Association.
- Manage student and teacher files
- Assist teachers with general needs
- Manage forms collection from students, parents, teachers, and staff

- Assists principal in preparing school, Diocesan, and state reports
- Ordering and receiving textbooks
- Works with Communications Director to keep website information current

**Qualifications: Required Education/Experience**

- Ability to multitask
- Ability to meet deadlines
- Must be highly proficient in using Microsoft Office products, Word and Excel
- Proficient in use of gmail
- Must have ability to communicate verbally and in writing
- Must have ability to maintain confidentiality
- Must have good interpersonal communication skills
- Must have ability to learn new software programs as needed

**Desired Skills**

- Exhibit a genuine nurturing, caring attitude to all children.
- Maintain a positive, calm attitude, and encourage this attitude in others.
- Maintain a cooperative attitude of working together with teachers, volunteers, and parents.
- Communicate effectively orally, in writing, and by email.
- Sit and stand frequently while working with students, carry/move up to 30 lbs.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **10/01/2023**