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# Example of School Administrative Assistant Job Description

Our innovative and growing company is hiring for a school administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for school administrative assistant

* Answers telephone for admin group and takes accurate messages
* Serve as back-up for meetings set-up and building issues
* Assist in tracking packages and distribution
* Accurate filing of all project related documents
* First contact for visitors
* Assists Administrator to the Dean with projects related to the Dean and Office of the Dean
* Serves as Dean’s Office event coordinator, including all aspects of academic lectures and school-wide events (e.g., welcome back receptions and year-end celebration), including assisting with annual Order of the Engineer ceremony
* Serves as liaison with University Advancement
* Reconciles PCard purchases for the Dean’s Office
* Maintains Dean’s Office electronic and paper files, including assisting with faculty files

## Qualifications for school administrative assistant

* Strong work ethic with the ability to work effectively – both independently and as a team member
* 1year of experience in program/project administration – preference for some experience in language education
* Sensitivity to/awareness of cross-cultural issues, excellent verbal and written communication skills, strong organizational skills, and excellent interpersonal skills
* Detail-orientation, adaptable, flexible, with ability to prioritize
* Strong oral and written communication skills including composing correspondence, and proofreading / editing
* Exceptional interpersonal skills and professionalism with the ability to influence and build working relationships among a diverse workforce