Downloaded from <https://www.velvetjobs.com/job-descriptions/school-administrative-assistant>

# Example of School Administrative Assistant Job Description

Our company is hiring for a school administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for school administrative assistant

* Manage office functions, including budgeting, purchasing
* Track key department deadlines
* Contribute to reports, documents and meetings as directed
* Work with numerous groups as the FNCE department liaison
* Maintain FNCE records in business school and university databases and/or Google docs
* Participate, as a department representative, at school or university meetings/functions
* Using clinical management software, manage the entire life of contracts including contract request, record-gathering and submission, approval, expiration and renewal
* Verify the authenticity of student document submissions and quickly and efficiently identify missing or incomplete documentation based on site-specific criteria to ensure timely student placements
* Monitor student placements individually and notify directly of compliance status and upcoming expirations and deadlines
* Track site-specific requirements and anticipate additional document requests

## Qualifications for school administrative assistant

* Must be able to work independently and use sound judgment
* Proficiency in MS Office and Adobe applications
* Strong Database skills (extensive work with databases)
* Strong Keyboarding skills (data entry, typing – minimum 65 wpm)
* Minimum 5-8 years’ experience as Administrative Assistant or Executive Assistant
* Event planning experience to aid with meeting preparation