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# Example of School Administrative Assistant Job Description

Our company is growing rapidly and is hiring for a school administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for school administrative assistant

* Answer incoming calls and assume other receptionist duties when needed
* Maintain confidentiality, uphold employee confidence, and protect operational integrity
* Support the onboarding process for staff, student workers, and faculty members
* Assist team members with projects related to budget, faculty affairs, facilities, grants, continuing education, marketing/social media, and alumni
* Support small and large school events that may include evening and weekend assignments
* Process paperwork in the hiring of new employees, promotions, transfers, resignations, retirements, and terminations
* Coordinate office operations and serve as a liaison with employees and job applicants
* Maintain department personnel files, including counseling reports, information cards, and all confidential files
* Coordinate with the Workers’ Comp and Employee Leave Specialists
* Prepare and maintain paperwork for the employee medical and personal leaves

## Qualifications for school administrative assistant

* Capability to understand the Development/Alumni Relations Culture – previous experience in that environment, with nonprofits, and/or working with Boards or in Executive Suites would be helpful
* Excellent organizational, writing/communication, and customer service skills
* Self-starter willing to reliably assume responsibility and to work independently
* Ability to carry out specified financial responsibilities
* High level of professionalism and strong analytical thinking
* Availability for occasional evening and weekend duties