



# Example of School Administrative Assistant Job Description

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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

- Minimum 5-8 years' experience as Administrative Assistant or Executive Assistant
- Event planning experience to aid with meeting preparation