

# MISS PORTER'S SCHOOL

## Academic Office Assistant

**Title:** Academic Office Assistant  
**Department:** Academic Office  
**Job Status:** Full time, Non-Exempt, 10 month academic calendar  
**Reports to:** Chief Academic Officer  
**Travel:** None

### POSITION SUMMARY:

The primary responsibility of the Academic Office Assistant is to manage all aspects of student attendance for academic classes, community events, study hall, afternoon activities, and required programming. In addition, this role also provides administrative support to the Chief Academic Officer, Academic Departments and the Institute for Global Education.

### ESSENTIAL FUNCTIONS:

- Manage the daily student attendance process with regard to the student attendance policy. Ensure that all aspects of the policy are applied accordingly with follow up to students, families and other departments as necessary.
- Provide administrative support to the Chief Academic Office, Academic Departments & Department Heads including, but not limited to, generating annual textbook list, summer reading guide, scheduling teaching candidate interviews, creating teacher professional growth folders and forms, tracking and filing incoming student placement tests and other tasks as assigned.
- Monitor, organize and order faculty mailroom supplies.
- Assist in the coordination of off campus academic field trip travel logistics.
- Coordinate and update Study Hall Proctors and rosters daily.
- Work in collaboration with the Registrar & Academic Affairs Coordinator to support Academic and schoolwide special events, including maintaining schoolwide academic calendar.
- Provide administrative support to the Institute for Global Education including coordinating travel for trips, collecting, maintaining, organizing and updating all necessary travel documents, forms and checklists.
- Other duties as assigned.

### QUALIFICATIONS:

- Demonstrates an understanding of and supports the mission of Miss Porter's School.
- Strong organizational skills and time management skills.
- Excellent interpersonal and communication skills with strong customer service orientation.

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- Strong attention to detail and ability to perform tasks accurately and independently.
- Ability to work well under pressure and meet deadlines.
- Proficient and familiar with Google Suite and Office software products.
- Willingness to learn Blackbaud Computer Software and other technology platforms.
- Ability to navigate various web-based applications and databases.
- Exhibits enthusiasm, patience, self-control, punctuality, and a sense of humor.

## PHYSICAL CONDITIONS:

- Office environment, sitting at a desk and using a computer.
- Repetitive (keyboard) motion.
- Ability to navigate campus.
- Ability to lift up to 25 pounds.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Miss Porter's School is an Equal Opportunity Employer. Interested candidates should send a resume, cover letter and references electronically to [careers@missporters.org](mailto:careers@missporters.org). Please include "Academic Office Assistant" in your subject line.