

ADMINISTRATIVE ASSISTANT (PT)

Friends School of Minnesota

(FSM) is a K-8 independent school deeply committed to progressive education in the Quaker tradition of peace, justice, simplicity and integrity. FSM has earned a reputation for knowing how to integrate academic and social development in ways that have a documented, lifelong impact on its graduates. The school is also nationally recognized for its innovative and effective conflict resolution program.

Position

The Administrative Assistant serves a critical organizational role as the face of the school—on the phone, responding to email inquiries, assisting visitors, students, parents and staff. The person in this position is responsible for maintaining accurate attendance records and the orderly dismissal of students at the end of the day. They must provide support to the administrative team, be proficient with technology, and be able to learn applicable databases. The candidate needs to be able to thrive in a fast-paced work environment with calm assurance.

Qualifications

A bachelor's degree is desired, although persons with AA degree, business school education or equivalent experience in school or business environments will be given serious attention. Preference will be given to candidates who have previous administrative experience in educational, non-profit or business environments.

To Apply

Please send cover letter, resume, and references to employment@fsmn.org.

FSM is an equal opportunity employer