

ADMINISTRATIVE ASSISTANT

Sisters Academy of Baltimore

Sisters Academy of Baltimore is seeking candidates for a full-time position as administrative assistant for the 2018-2019 school year. The administrative assistant performs all of the functions of a school secretary. The administrative assistant relates to all members of the school community and is accountable to the principal.

The responsibilities of the administrative assistant include the following:

- To serve as the point person for all phone calls
- To welcome students, staff, parents, and all visitors to the school
- To keep school records related to students and parents
- To prepare materials for teachers
- To oversee the school office and equipment
- To maintain an inventory of supplies and order supplies as necessary
- To attend to students' medical needs and maintains records as appropriate
- To support the mission and philosophy of the school in words and actions

The position is full time and the hours are 6:45 a.m. to 3:00 p.m. (approximately).

Ideal candidates should have the following qualifications:

- Excellent interpersonal skills with demonstrated ability to relate to students, parents, and colleagues
- Experience with urban youth
- Able to balance multiple tasks
- Practices confidentiality
- Detail-oriented
- Proficient in Microsoft Word and Excel
- Associate's degree and school experience

Application Process

Interested candidates may apply by submitting the following materials:

- A cover letter presenting interest in and qualifications for the position
- A current resume
- The names and contact information of three references

Submit application materials electronically to:

Sister Delia Dowling, SSND, President
Sisters Academy of Baltimore
Phone: 410-242-1212

Send application materials to [**ddowling@sistersacademy.org**](mailto:ddowling@sistersacademy.org)

About Sisters Academy of Baltimore

Sisters Academy of Baltimore, a middle school for girls, grades 5 – 8, opened in September 2004. Co-sponsored by the School Sisters of Notre Dame, the Sisters of Bon Secours USA, the Sisters of Mercy and

the Sisters of Notre Dame de Namur, the academy enrolls students from low-income urban families. Sisters Academy is characterized by quality education, a faith-based approach, holistic education, small classes, extended school day, summer sessions, parental involvement, and support during high school. Every graduate is in high school or has completed high school. Sisters Academy is small by design and has an enrollment of 70 students in 2017-2018. Approximately 80% of the students are African-American and 20% are Hispanic. All students are funded privately with minimal tuition.

The academy is in its fourteenth year of operation and will have its eleventh graduation in June 2018. Approximately 93% of our graduates are in private, Catholic, or selective public high schools. The academy uses the best practices of faith-based middle schools in urban centers throughout the country.

Sisters Academy is fully accredited by the Association of Independent Maryland and DC Schools and is a member in good standing of the NativityMiguel Coalition of Schools.

For more information about the school, visit our website at www.sistersacademy.org.

Sisters Academy of Baltimore seeks to hire diverse employees with the experience, skills, and personality to help the school fulfill its mission. The school does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, or any other class protected by law.

05/04/2018