Position Title: Lower School Administrative Assistant

Position Classification: Part-time, 12-month, hourly (Summer: Job Shared 9 a.m.-12:00 p.m.)

Hours: 12:00 p.m. - 4:00 p.m. Monday-Thursday, (9:30 a.m. - 4:00 p.m. Tuesday); 12:00 p.m. - 3:00 p.m. Friday.

Reports to: Head of Lower School

Position Summary: St. Christopher’s School seeks a part-time Administrative Assistant to perform a variety of tasks necessary to daily support the Lower School Head, teachers, staff, students, and parents.

St. Christopher’s is the largest all-boys school in Virginia and one of the largest and oldest boys’ schools in the Mid-Atlantic region. Serving nearly 1,000 boys in grades JK-12 in Richmond, Virginia, St. Christopher’s prides itself on being a community devoted to bringing out the best in every boy. Our Episcopal foundation is at the center of what we do, and we care most about developing young men who possess honor and integrity.

Principal Responsibilities:
- Act as the initial face of the Lower School by greeting and assisting all school visitors
- Serve as Lower School registrar and maintain student files
- Assist the Head of the Lower School with event scheduling and correspondence
- Answer all incoming phone calls and relay messages
- Work collaboratively with each division of the school, including academic, special events, and admissions departments, to be aware of and familiar with events, programs, and accomplishments
- Create and manage substitute teacher payroll, student attendance, missionary donations, and lunch schedules
- Communicate with teachers, Extended Day department, parents, and administrators as requests, questions, or needs arise
- Coordinate daily tasks of office operation and with other part-time administrative assistant and school nurse
- Draft and edit written correspondence on behalf of administrators and/or teachers
- Provide daily support to all teachers and students

Qualifications and Key Skills:
- Associate’s Degree is preferred
- At least five years experience working within an administrative and/or school setting
- Excellent written and oral communication skills
- Strong organizational and interpersonal skills are vital
- Laser-focused attention to detail
- Strong ability to collaborate and influence others
- Demonstrated ability to manage multiple priorities and deadlines
- Exceptional judgment and ability to maintain confidentiality
- Detail-oriented multitasker who possesses strong time-management and problem-solving skills
● Able to work independently as needed and understand basic customer service concepts
● Knowledge of Google suite, Blackbaud, and LucidPress preferable

Additional Information:
Candidates interested in pursuing this position should send a cover letter, resume, and reference contact information to: careers@stcva.org. Please include Administrative Assistant in the subject line.

Application deadline is July 15, 2019

School Website: www.stchristophers.com

School Information: Established in 1911, St. Christopher’s School, is a JK-12 all boys school in Richmond, VA. With over a century of rich history in the education of boys, St. Christopher's has the reputation as a national and international leader in the education of boys. Our work with the International Boys’ Schools Coalition and our very own Center for the Study of Boys, support the Second Century Vision which states that we will be a global leader in understanding boys, engaging and teaching them effectively, and developing in them the strength of character, wisdom, and life skills required to succeed in college and to make a positive impact as leaders in a rapidly changing world. The School's single campus location consists of 43 contiguous acres and 23 buildings with over 300,000 square feet. St. Christopher's School does not discriminate in employment opportunities or practices on the basis of race, color, sex, national or ethnic origin, sexual orientation, or disability.
Why Richmond?:

Richmond, the capital of Virginia, is one of America’s oldest major cities. Richmond's budding food, music, and craft beer scene put it on the map as one of the hottest places to live. Richmond was recently featured in both the New York Times and Forbes as one of the coolest U.S. cities to visit.

Richmond combines big city amenities with southern charm. History buffs will enjoy visits to St. John’s Church where Patrick Henry gave his famous “Give me Liberty or Give me Death” speech. Museums include the Virginia Museum of Fine Arts, the Virginia Historical Society, the Children’s Museum of Richmond and the Virginia Holocaust museum. Music and dance enthusiasts will enjoy the Richmond Symphony, Richmond Ballet and Virginia Opera.

Two major colleges, Virginia Commonwealth University and the University of Richmond, provide the area with a variety of opportunities for theatre, music and impressive sports teams.

Richmond’s appealing climate and location (2 hours to the beach, the mountains and Washington D.C.) make this city an ideal choice for families.