



# MERION MERCY ACADEMY

## **Position Title: Administrative Assistant Counseling and Summer Programs Departments**

### **Position Summary:**

The Administrative Assistant provides administrative and clerical support to the Counseling Department (four counselors) and to the Director of Summer Programs. The Administrative Assistant manages and coordinates all administrative functions of the Counseling Department and supports the coordination and planning for MMA's Summer Programs. Strong applicants will have excellent interpersonal skills, experience in educational settings, and the ability to manage details effectively in an organized, efficient, and accurate manner for multiple departments.

### **Primary Responsibilities:**

- Maintain information, data, files, calendar, bulletin boards, and correspondence for college counseling
- Schedule and greet college visitors to Merion Mercy
- Enter and maintain Naviance data and trouble shoot any software problems
- Send supporting materials for college applications and scholarships
- Ensure completion of faculty recommendations in a timely manner
- Assist with PSAT and AP organizing, planning and coordination
- Assist school and college counselors with scheduling student appointments
- Maintain calendar of student appointments
- Assist school counselors in communicating with faculty re: learning accommodation needs of students and/or scheduling to respond to specific needs outside the classroom
- Work with College Counselors to coordinate publication of the school profile and monitor website
- Assist, principally in the summer, with the development of student schedules, freshman orientation programs; support the Director of Summer Programs when summer program is in session
- Provide clerical support to school and college counselors and Director of Summer Programs as needed
- Coordinate events as requested: Assist with scheduling, set-up, catering, special equipment requests and meeting locations
- Other duties as requested

### **Required Qualifications:**

- Ability to commit to the Merion Mercy Mission and Core Values
- Customer service orientation
- Ability to promote the school to all constituents
- Proven strong database management and effective utilization of Microsoft Office 365 and Google Suite applications
- High School Degree

- Excellent written and editing skills
- Ability to perform business math with accuracy
- Excellent organizational skills
- Ability to handle multiple tasks with ease and efficiency
- Positive disposition and strong professional presence; ability to maintain professional interactions and confidentiality in all situations
- Ability to work in a team setting
- Ability to relate to multiple constituents i.e. administration, faculty, students, parents, college representatives
- Ability to learn new software applications
- Ability to work occasional nights and weekends

### **Preferred Qualifications**

- Associate or BA degree preferred
- Three to five years prior administrative assistant experience in a school or similar setting
- Naviance System experience

### **Physical Requirements:**

#### ***ADA Specifications***

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical Activity:* Sitting for extended periods of time; bending, standing, stooping, lifting, grasping; dexterity of hands and fingers to operate a computer keyboard, mouse, tools and to handle other computer components; extensive walking including multi-levels of stairs and ambulating; utilization of proper body mechanics; writing; clarity and effectiveness in communicating to ensure and gain understanding of others.

*Physical Requirements:* Push; pull; lift or carry up to as much as 50 pounds without assistance. Ability to transfer by means of pushing and pulling objects or equipment.

*Visual/Audible Acuity Requirements:* Must be able to read and distinguish small print; must have depth perception and be able to distinguish basic colors; must be able to distinguish normal sounds with background noise; must be able to speak clearly and make self understood while also understanding others using the English language.

### **Key Competencies**

- Performance leadership
- Attention to detail
- Problem solving
- Service orientation
- Initiative, creative and innovative thinking
- Strong interpersonal skills