



Administrative Support

(Heads Support, Admissions & Communication)

JOB DESCRIPTION

St. Richard's is currently seeking to employ a 12 month full-time Administrative Support position. This person fulfills the following primary expectations:

Heads Support (Head of School and Division Heads):

- ❖ General administrative support including copies, filing, and event help.
- ❖ Share front desk duties of answering phone calls and directing to the appropriate person, communicating clearly with all constituents, providing support for the school nurse, and greeting visitors.
- ❖ Manage school calendar
- ❖ Manage facilities calendar with the Church

Admissions:

- ❖ Monitor and manage Senior Systems to process admission inquiries, applications and data
- ❖ Prepare and track data/statistics for enrollment analysis and marketing
- ❖ Assist with tours, open houses and all admissions events
- ❖ Track inquiries and applications to enrollment

Communications/Marketing:

- ❖ Support School communications plan
- ❖ Support school website
- ❖ Support school social media
- ❖ Develop content (write and graphic design)
- ❖ Prepare Electronic Friday Folder and Mid-Week messages
- ❖ Review and edit school communications
- ❖ Seek and review opportunities for community and digital marketing

The requirements for this position include:

- ❖ Supporting the mission of St. Richard's Episcopal School with each student.
- ❖ Bachelor's degree in related field.
- ❖ Experience in admissions, communication, marketing with educational emphasis.
- ❖ Ability to work independently and flexibly in a fast-paced environment, demonstrated time management and priority setting skills.
- ❖ Uses and learns new technology proficiently and changes practices with changing technology.
- ❖ Experience posting social media, facile with all forms of social media.
- ❖ Agile task management and ability to work with disruptions.
- ❖ Representing the school with kindness and a welcoming, engaging demeanor.
- ❖ Ability to communicate clearly and promptly.
- ❖ Has high regard for manners and professionalism.
- ❖ Is able to keep sensitive information confidential.

MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an application which includes uploading a resume and cover letter. Additionally, please send an introductory email to Head of Early Childhood and Lower Divisions, Mrs. Cherie Bowen at cbowen@sresdragons.org and to Head of Middle Division, Mr. John Brady at jbrady@sresdragons.org.