



## St. Richard's Mission Statement

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. All St. Richard's employees are expected to support this mission with each and every student.

### Administrative Assistant (Full Time, 12 month)

#### JOB DESCRIPTION

Days and hours of work are Monday through Friday, 7:45 a.m. to 3:45 p.m. for 12 months and includes evening responsibilities as needed. The expected salary range is \$35,000 to \$40,000.

The following are the primary expectations for this position:

- ❖ Support of School Administration
- ❖ Assist with administrative event and project management
- ❖ General administrative support
- ❖ Manage school calendar
- ❖ Manage facilities calendar with Trinity Church
- ❖ Special event management- space, food, facilitation, clean-up
- ❖ Support the Board of Trustees by posting reports, preparing for meetings (copies, technology, hospitality)
- ❖ Support of admissions and development projects
- ❖ Provide exceptional customer service to all constituents
- ❖ Communicate clearly with all constituents
- ❖ Greet visitors and implement check-in procedures when needed
- ❖ Other duties (postage, delivery management, etc.)

The requirements for this position include:

- ❖ Supporting the mission of St. Richard's Episcopal School with each student.
- ❖ Experience and proven ability to anticipate needs and exceed expectations
- ❖ 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.
- ❖ Database experience
- ❖ 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.
- ❖ Works well with others as a member of the front office team
- ❖ Willing to ask questions and receive feedback

#### ST. RICHARD'S IS AN EQUAL-OPPORTUNITY EMPLOYER

It is St. Richard's policy to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, genetic information, 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.

#### WHY ST. RICHARD'S

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Other benefits include enjoying lunch at The Dragon Cafe, which includes a hot lunch, salad bar, fresh fruit and vegetables, and a deli bar with bagels and yogurt. Health, dental, and vision insurance, and retirement plan.

Our alumni consistently are accepted to the high school of their choice and many earn merit based scholarships. Students graduate with a knowledge and understanding of our five pillars for success: Civic Responsibility, Leadership, Faith, Classic Curriculum, and Global Readiness. Students are well prepared for their next stage in life with knowledge and values for a lifetime.