



Lower School Administrative Assistant The Pingry School

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students, of whom 49% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Responsibilities

- Serve as a receptionist, answering phone calls and checking in visitors at the Main Office window
- Work closely with and in support of the Lower School Director and other administrators
- Assist in coordinating after-school dismissal (student pick up, early dismissal, bussing, Aftercare program, etc.)
- Work closely with faculty and staff to ensure smooth daily operation of the School
- Compose and format professional correspondence, both print and digital
- Maintain office records and files, including report cards
- Create and distribute weekly Lower School calendar to faculty and staff
- Manage all email and phone inquiries from adjunct teachers with regard to attendance and class coverage
- Work closely with the Institutional Advancement, Communications, and Summer and Auxiliary Programs Departments to coordinate school events

Qualifications and Requirements

- Outstanding interpersonal, organizational, and communication skills
- Highly proficient with Microsoft Office Suite (i.e. Word, Excel, and Powerpoint) and Google Suite/Google Apps for Education (i.e. Gmail, Calendar, Drive, Docs, Sheets, Slides, and Forms)
- Proficient with databases/student information systems
- Any combination of training, education, and experience equivalent to an Associate's Degree with coursework in Business Administration, Elementary Education, or a related field; three to five years office support staff experience

Interested candidates should send resume and cover letter to Dr. Sandy Lizaire-Duff, Lower School Director, at slizaire-duff@pingry.org.