



The  
Frederick  
Gunn  
School

## **ADMINISTRATIVE ASSISTANT OF HEALTH SERVICES**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

### **Summary**

The Administrative Assistant of the Health Service Department is responsible for helping to support and streamline efficiency in the Health Center. This position requires an individual who is extremely organized and detail-oriented, has the ability to multitask, and displays excellent communications skills. The role of the Administrative Assistant will check in students as they present to the Health Center; they will check students in by documenting time of arrival and reason for visit and then discuss with the nursing team how to best address and prioritize those concerns. This person will be the first point of contact at the Health Center and will greet and direct students appropriately. They will help facilitate appointments for students with the APRN onsite as well as nurse visits or checks as well as have the responsibility for scheduling off-site consultant appointments that coordinate with the students' schedules. The successful candidate is also responsible for building relationships within our boarding school environment as well as forging partnerships with students and their parents. The Administrative Assistant should embrace a customer service mindset in all communications. Additionally, the Health Services team works closely and collaboratively with the Athletic Trainer, Director of Counseling and Dean of Students Office to ensure students are receiving a comprehensive level of care.

### **Key Responsibilities:**

The general duties include, but are not limited to, the following:

- Maintain the Health Center Calendar and keep it up-to-date
- Schedule appointments for students to outside consultants
- Schedule drivers/transportation for students to appointments and therapies
- Keep track of drivers log and scheduling, work with the Business Office to bill these charges to appropriate students
- Facilitate scheduling appointments with APRN (Director of Health Services), RN checks and follow ups
- Initiate supply orders and prepare all supply lists for purchases
- Systematize inventory of school health supplies
- Take charge and coordinate a list to expedite the process of onboarding paperwork completion through the Magnus system in the summer months this includes tracking of annual physicals, vaccination screening and other annual paperwork.
- Mail pickup and distribution for the Health Center
- Expedite wellness education programs for students by assisting nurses with scheduling and locating onsite location



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- Organize and correlate protocols for the health center with the assistance of the Healthcare Team
- Minutes at weekly nurses staff meeting
- Send out dorm parents medication updates per the Health Care Team
- Help plan continuing education for nursing staff onsite
- Maintain inventory and order first aid supplies as necessary; see that all first aid kits for dormitories, classrooms, and school vehicles are properly stocked at all times. Every two weeks check off for nurses
- Help to assist nurses to keep student rooms clean as students leave making sure sheets are clean and ready for the next student
- Keep track of student location in the Health Center and room students are in as well as timeframe and mark attendance in Highlander
- Performs other tasks as assigned by the Director of Health Services

### **Knowledge and Skills**

Great written and oral communication skills  
Customer service mindset  
Experience with Magnus  
Experience with Google Suite

### **Schedule of**

- Full-time, hourly exempt position, benefits eligible, Monday-Friday 8-3, however there is some flexibility around schedule and number of hours.
- Flexibility/decreased hours during school-scheduled breaks (2 weeks in December/January and 2 weeks in March, and summer months)

### **To Apply:**

- Email resume and three professional references (references will not be notified without contacting you) to Tammy Marquis APRN, Director of Health Services: [marquist@frederickgunn.org](mailto:marquist@frederickgunn.org).
- Applications will be accepted through November 15, 2021.
- Qualified applicants will receive an email notification from the school when the interview process commences.

**Anticipated Start date:** ASAP



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## Core Values

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

**BACKGROUND SCREENING:** *The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*