

Saint Stephen's Episcopal School seeks a full-time Administrative Assistant. This position requires professional judgment, a warm and welcoming personality, organization, and flexibility. Strong computer skills are needed to fulfill the daily responsibilities, as well as a high energy level and love for children. Interested applicants should excel in anticipating needs, maintaining schedules, and being a solution seeker. All faculty and staff are expected to have excellent interpersonal and communication skills and to carry out the Saint Stephen's Promise that *every child will be known and every child will be valued*.

- 3 years of experience in a school setting
- Highly proficient in Google Suite and a Learning Management System with experience working in a network environment with printers and copiers
- Bachelor's degree in any subject is preferred

If you are interested in applying for this position please email a letter of interest and resume to the Lower School Director Jennifer Helbing at jhelbing@saintstephens.org.