



### **Administrative Assistant for Middle School**

**DEPARTMENT:** Middle School  
**REPORTS TO:** Director of Middle School  
**FLSA STATUS:** Non-exempt

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#### **SUMMARY**

The Middle School Administrative Assistant sets the tone for the Middle School office. Greeting students, parents, and faculty each time they enter the Middle School helps to create a sense of safety and belonging. In addition to excellent verbal and written communication skills, this position requires an energetic, enthusiastic, and positive individual who is detail oriented, discrete with confidential information, and can manage multiple projects simultaneously. Excellent organizational skills, a strong background in technology and databases.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Greets visitors in a pleasant and welcoming manner.
- Manages and maintains the security of Middle School entrance doors.
- Compiles, files, organizes and maintains accurate student biographical information, grade and attendance reports and other school records in the Education Edge database.
- Composes correspondence, bulletins, newsletters, memorandums, and other materials.
- Organizes and corresponds with substitutes in covering faculty classes.
- Maintains online master calendar of Middle School events. Communicates special event information to appropriate offices in the school.
- Answers telephone to provide information, takes messages, and/or transfers calls. Greet visitors to the office in a positive and professional manner.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Professional attitude and demeanor; creativity and ability to be a self-starter.
- Demonstrated skill with database use (i.e. creating queries, printing reports, etc.).
- Demonstrated competency in Microsoft Office Suite
- Interest in working in an educational setting and an understanding of Hathaway Brown's mission.
- Must be able to communicate in a friendly and diplomatic manner at all times with the members of the diverse HB community.

#### **EDUCATION and/or EXPERIENCE**

Associate's degree or higher preferred or four years related experience and/or training; or equivalent combination of education and experience.

## **DIVERSITY, EQUITY AND INCLUSION**

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

Hathaway Brown respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, *We Learn Not For School But For Life*; and our Community Agreement, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values both in spirit and in practice at all times.

## **ABOUT HATHAWAY BROWN**

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

## **TO APPLY:**

Interested candidates should email a resume and cover letter to [hrstaffing-ms@hb.edu](mailto:hrstaffing-ms@hb.edu). If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

Hathaway Brown School  
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