



POSITION POSTING

ADMISSION ADMINISTRATIVE ASSISTANT

Starts in September 2023

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

To assist the Admission Office staff with the inner workings of the department.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Data entry
- Scheduling visits and interviews
- Welcoming prospective students and parents
- Managing applicant files
- Assisting with all mailings, electronic and paper
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree is preferred, and/or 3 or more years of equivalent work experience.
- Excellent verbal and written communication skills.
- Strong Microsoft and Google office skills are crucial. Proven ability to utilize and develop electronic spreadsheets.
- Experience with Veracross and SAO is preferred but not required.
- Must be attentive to detail. Accurate and timely data entry and reporting skills.
- Ability to organize workload, multi-task, adapt quickly to change, and deliver under the pressure of deadlines.
- Ability to develop and maintain cooperative working relationships.
- Prior work experience in an Admissions office is not required, though some knowledge of independent and/or boarding school life is preferred.

- Must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations.
- The Academy requires all community members to be fully vaccinated against COVID-19 unless with the exception of an Academy-approved medical or religious exemption.

SUPERVISION RECEIVED

This position reports directly to the Director of Admission

HOURS

The administrative assistant position will start in September 2023 and there will be a training period either in July or August.

Part-time, non-exempt position from September through May and not to exceed 950 hours.

BENEFITS

Benefits are not available with this position.

PHYSICAL DEMANDS

- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment.

WORK ENVIRONMENT

The successful candidate will be flexible, enthusiastic, hardworking, and responsible, and will enjoy a very busy work environment in which they will meet many people on a daily basis. The Governor's Academy is a non-smoking campus.

To apply for the Administrative Assistant position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

