

**Position title: Administrative Assistant for Student Activities**

**Supervisor: Chief of Operations, Middle and High School**

**Dates: Late August - June, this is a 10 month position that will start a week before students return and end the last day of June**

**Compensation: ranging from \$30,000 - \$40,000 depending on experience**

**Requirements for this position:** You must be able to work evening and weekend events, this time will replace time worked during the work week - when applicable, this is a high energy job with physical requirements (standing, high volume of tasks which involve setting up for events and moving around a large building)

Philadelphia Performing Arts: A String Theory Charter School seeks a full-time High School Administrative Assistant to join the High School team at the Vine Street Campus (1600 Vine Street). At Vine Street, students in grades 6-12 engage in a unique educational environment designed to grow the next generation of creative leaders, and where students focus on the arts and sciences as major subjects alongside a technology-infused, project-based, standards- and competency-driven academic curriculum. Our staff is composed of creative, passionate, professionals that believe every student has specific intelligences that must be nurtured and that all students should have an equal opportunity to achieve their own innate potential.

**Qualifications:**

- Associate's or Bachelor/s Degree preferred
- Criminal history, child abuse and FBI clearances (Acts 34, 151 and FBI)

**Key Competencies:**

- Excellent organizational skills
- Skilled in using technology; specifically Google Drive: folders, Sheets and Doc, PowerSchool, Parent Square
- Assist Leadership Team with planning field trips, fundraisers, and events
- Collaborate with middle and high school staff
- Complete daily and weekly tasks as assigned.
- Possess strong communication skills, both written and verbal. Frequent email and phone call responses to staff and parents.
- Setting up, facilitating, and attending many evening and weekend shows, fundraisers, and events
- Experience working in diverse settings and/or commitment to improving one's own cultural competence
- Ability to problem solve and work in a collaborative environment

**Benefits:**

- Access to technology resources and a physical framework designed with innovative learning in mind
- Excellent health benefits (for both you and your family), retirement benefits, and more!

Please visit our website at [www.stringtheoryschools.org/join-our-team](http://www.stringtheoryschools.org/join-our-team) to learn about the application process. Send all required materials to [employment@stringtheoryschools.org](mailto:employment@stringtheoryschools.org).