Main Desk Receptionist (Part-time)
Job Posting

Founded in 1728, Norfolk Academy is an independent, nonsectarian, coeducational day school of approximately 1200 students in grades 1-12. Located on a 72-acre campus in the Hampton Roads area of Virginia, the school for generations has prepared young men and women not only for the most selective colleges and universities in the country but also for lives of learning, leadership, and service. An honor system is central to the school’s philosophy, as are traditions such as a public speaking program, family-style lunches with faculty and students sharing the midday meal together, open lockers, and daily assembly. A recently completed $68 million capital campaign has provided the school a national-caliber leadership center, a state-of-the-art athletic stadium and track, and major additions to the Lower School and dining facilities. Norfolk Academy enjoys a position among the top handful of independent day schools in the country.

Position Summary:

The Norfolk Academy is seeking a part-time receptionist, working each Wednesday morning and all day Thursdays and Fridays. This position reports to the Assistant Head of School for Business and Auxiliary Operations and is responsible for staffing the school’s front desk. Essential duties include representing the school in a professional and friendly manner, receiving deposits and sorting daily mail, performing accounting and communications tasks as needed, and handling other related duties as assigned.

Position Category: 12 months.

Responsibilities include:

- Staffing the school’s main reception desk during the school day (8:00-5:00)
- Staffing the reception desk during the summer (8:00-4:00)
- Answering the school’s main phone line and answering questions or directing calls as necessary
- Accepting financial deposits and counting, recording, and safeguarding
- Sorting mail addressed to offices in the Massey Leadership Center
- Handling communication of transportation issues that may arise during morning or afternoon bus service
- Other duties as assigned by the Assistant Head of School for Business and Auxiliary Services

Required Competencies:

- Positive and professional demeanor
- Ability to handle difficult interpersonal interactions
- Discretion and attention to detail
- Strong Microsoft Office applications skills

Physical Demands

- Ability to sit for extended periods of time
- Ability to walk or climb stairs some of the time
- Must be able to lift up to 20 pounds at a time
Salary and Benefits

- Norfolk Academy offers competitive salaries.
- Because this position is part-time (50%), the only benefit offered is participation in the school’s 403(b) retirement plan, including 100% vesting and generous matching for qualified employees.

How to Apply

Interested candidates should submit a cover letter, including salary history, and resume to the attention of Mr. Jeffrey A. Martin, Assistant Head of School for Business and Auxiliary Operations, Norfolk Academy, 1585 Wesleyan Drive, Norfolk, VA 23502.

Non-discrimination Policy

Norfolk Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, disability, pregnancy, childbirth or related medical conditions, age, status as a veteran, and/or national origin.