



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Administrative Assistant (Upper School)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland's Upper School seeks an Administrative Assistant to the Upper School Director and Associate Directors. This role performs secretarial work of a moderately complex nature and does general office functions under the general supervision of the Upper School Director.

This is a full-time, fully benefitted, 12-month position. We encourage applicants from underrepresented groups to apply.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- Bachelor's degree preferred.
- 1-3 years related experience preferred.
- Proficiency with technology, specifically Microsoft and Google programs, including Word, Excel, and Outlook, required.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.