



Austin Preparatory School General Administrative Assistant

Austin Preparatory School, located in Reading, Massachusetts about 20 miles north of Boston, is seeking candidates for the position of General Administrative Assistant beginning immediately. Founded in 1961, Austin Prep is a Catholic independent co-ed school serving students in grades 6-12. Austin Prep has a talented faculty of approximately 75 that administers a challenging curriculum that prepares students well for success in high school and college.

Austin Prep seeks a General Administrative Assistant to support a variety of initiatives that involve student life, admissions, the Chaplain's Office, technology, development, communications, and academics. The successful candidate will be a well-organized professional that can securely and confidentially manage constituent information, school calendars, and the cataloguing of information. Accuracy, resourcefulness, and timeliness are key attributes of the successful candidate as is the ability to work cooperatively with faculty, staff, and administrators.

Application Requirements and Search Process

Our Commitment to Mission

The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep a Roman Catholic Augustinian secondary school committed to Catholic social teaching based on and inseparable from our understanding of human life and human dignity. Every human being created in the image of likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School's Catholic Identity. We seek applicants who can help enrich the School's Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.” We welcome and encourage applications from members of underrepresented groups. In their cover letter, in addition to indicating why they are particularly interested in and qualified for this position, all candidates should describe how they can help support our Catholic Faith and Augustinian heritage.

Interested candidates should submit the following electronic documents as a single PDF to Adminasst@austinprep.org

1. A cover letter expressing the qualifications for this position.
2. Resume
3. Three professional references including email, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission)

This is an expedited search and review of applications will begin immediately. Qualified candidates will be contacted as materials are received.