



Austin Preparatory School

Administrative Assistant – Office of the Associate Head of School

Austin Preparatory School, located in Reading, Massachusetts about 20 miles north of Boston, has an immediate opening for the position of Administrative Assistant. 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 Preparatory School seeks an Administrative Assistant – Office of the Associate Head of School to support a variety of initiatives that involve athletics, admissions, and communications. The successful candidate will be a well-organized professional that can securely and confidentially manage constituent information, school calendars, and support the Assistant Head of School. Technologically savvy, including experience with Google Suite and Microsoft Office. Experience with Veracross a plus. Accuracy, resourcefulness and timeliness are key attributes of the successful candidate as is the ability to work collaboratively with faculty, staff and school leaders.

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 which is based on and inseparable from our understanding of human life and human dignity. Every human being is created in the image and 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.”

Interested candidates should submit the following electronic documents as a single PDF to

AdminAsst@austinprep.org

- 1) In the 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 our Augustinian heritage.
- 2) Resume
- 3) Three professional references including e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant’s permission).

We will be reviewing applications immediately and only qualified candidates will be contacted as materials are received.