



Upper School Administrative Assistant

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School is seeking a full-time, 12-month, student-centered, energetic and versatile Upper School Administrative Assistant to perform specialized clerical and technical tasks related to students and staff, related activities at the upper school and maintaining an automated student information system. The selected candidate will receive a competitive benefits package.

Responsibilities:

The essential functions include, but are not limited to, the following:

- Provide administrative support to the Academic Dean and Assistant Academic Dean by providing reception services, scheduling appointments, meetings, filing, preparing and proofreading correspondence and other document management as requested.
- Maintain inventory of office supplies and purchase equipment along with reviewing on-line purchase requisitions as delegated by faculty and Academic Dean by using appropriate purchasing procedures.
- Maintain and schedule substitute teachers and organize agendas for the faculty meetings.
- Communicate effectively and in a timely manner with parents and school administration.
- Maintain a high degree of ethical professionalism.
- Maintain accurate student and faculty records.
- Adhere to and enforce all school policies.
- Other duties as assigned.

Requirements & Qualifications:

- Bachelor's degree required.
- Prior experience in education preferred.
- Ability to schedule activities, gather, collate and/or classify data and use basic, job-related equipment.
- Flexibility to work with diverse individuals in a wide variety of circumstances. In working with others, some problem solving may be required to identify issues and determine appropriate action plans.
- Ability to work with a high volume of data and utilize specific, job-related equipment.
- Must have a working knowledge of or the ability to master Google applications and Veracross.
- Specific abilities required to satisfactorily perform the functions of the job include:

maintaining confidentiality, meeting deadlines and schedules, working with detailed information/data.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time
- Must be able to bend, reach, lift and climb
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels with the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 20 pounds
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Upper School Academic Dean, Jeremy Stille at jeremy.stille@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.