

**St. Mary's Academy  
Employment Posting for Administration**

**Job Position: Administrative Assistant**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado, is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces students of all backgrounds and fosters character and moral development from Pre-Kindergarten through graduation.

SMA is a close community where faculty and staff serve as role models for students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, a desire for personal growth, and a commitment to lifelong learning that St. Mary's Academy expects of students are likewise expected of faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation, or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically, high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs, as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

St. Mary's Academy is seeking a professional, organized, and service-oriented Administrative Assistant to serve as the primary receptionist for Sanders House, the school's central administrative building. This position is the first point of contact for prospective families, guests, faculty, staff, and students and plays an important role in creating a warm, welcoming, and efficient office environment.

The ideal candidate demonstrates a friendly and approachable demeanor while also possessing the ability to multitask, prioritize responsibilities, and maintain professionalism in a fast-paced independent school setting. This role provides executive administrative support to the Chief Operations Officer, administrative support to the Admissions Team, and project support to the Director of Human Resources.

The successful candidate demonstrates sound judgment, initiative, professionalism, and the ability to anticipate needs and manage competing priorities with minimal supervision. Strong hospitality, communication, organizational, and technical skills are essential, along with advanced proficiency in Google Workspace and the ability to quickly learn school information systems and administrative platforms.

This is a full-time, 12-month, non-exempt position reporting to the Chief Operations Officer.

**Major Duties and Responsibilities:**

- Serves as the first point of contact for prospective families, guests, faculty, staff, and students, providing a warm, professional, and welcoming presence at Sanders House;

- Answers and directs phone calls, greets visitors, and manages front desk operations with exceptional hospitality and customer service;
- Provides administrative and operational support to the Admissions Team, including scheduling, communications, event support, and prospective family engagement;
- Manages and oversees the Chief Operations Officer's calendar, scheduling meetings, coordinating logistics, and supporting daily operations;
- Prepares Board and committee meeting materials, including agendas, packets, presentations, and supporting documentation;
- Supports Human Resources with position postings, interview coordination, onboarding logistics, and special projects;
- Leverages advanced technical skills and proficiency in Google Workspace to prepare correspondence, reports, spreadsheets, presentations, forms, and shared documents;
- Maintain confidential records and handles sensitive information with discretion and professionalism;
- Assists with office coordination, operational projects, and process improvements to support efficiency and organization;
- Collaborate effectively with school leadership and departments across campus; and
- Performs other duties as assigned in support of the mission and operations of St. Mary's Academy.

**Qualifications/Requirements:**

Education and qualifications should include the following:

- Bachelor's degree required
- Proficient in Google Suite
- Strong ability to handle sensitive information with integrity and confidentiality
- Proven track record of managing multiple projects in a fast-paced environment
- Excellent organizational skills with a focus on accuracy and attention to detail, and
- A sense of resonance with the St. Mary's Academy mission

**Salary/Benefits:**

The salary range for this full-time, 12-month, non-exempt position is \$25 per - \$28 per hour dependent upon experience. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources at [lbrookhart@smanet.org](mailto:lbrookhart@smanet.org). Applications are reviewed on a rolling basis, and interviews may begin as soon as qualified candidates are identified. This position may close early, so we encourage you to apply as soon as possible.