

College Office Administrative Assistant Fall Term Leave Job Description

Position Summary

The College Office Administrative Assistant is a temporary position that will report to the Director of College Counseling from September through December. The Administrative Assistant will support the Director of College Counseling and the College Counselor/Testing Coordinator in all administrative duties. The responsibilities will support the programming for both the senior and junior students and parents as they navigate the college application process with the Harvey College Office.

Duties and Responsibilities

- Oversee and manage the Fall College Admissions Rep Program on campus. This involves sending visit confirmation details to nearly 80 college admissions representatives regarding their on-campus visits and managing those visits on our campus. In addition, communicate with seniors, the Communications Office, and the Security Team about the weekly visit schedule.
- Lead the College Ambassador Program (8 seniors who support our office) as they greet college counselors during the Rep Visits.
- Track Faculty Recommendation letters for all seniors and ensure that the faculty submit the letters online by college application deadlines.
- Perform a review of all teacher recommendation letters prior to submission online.
- Work with the Registrar to upload and submit all required transcripts for Seniors in SCOIR or other required methods.
- Support the Testing Coordinator with proctoring and the administration of exams and testing
- Prepare bulletin boards in the Commons for college-related activities.
- Review monthly newsletters and handouts prior to mailings.
- Perform other duties as determined by the Director of College Guidance or Head of Upper School.

Minimum Qualifications

- Bachelor's degree. *Master's degree in an education-related field preferred.*
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability and willingness to learn SCOIR (platform used to submit transcripts & rec letters).
- Strong organizational skills, attention to detail, and follow-through.
- Ability to collaborate with faculty, staff, school administration, and parents.
- Positive attitude, flexible approach, and a sense of humor.

The salary range for this position is \$18.00 to \$25.00/hr, commensurate with experience and qualifications.

To apply for this position:

Please send a single PDF file that includes a letter of interest, resume, and three references to employment@harveyschool.org.