



Opportunity Statement

Administrative Assistant

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, Thaden School opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced Indexed Tuition program, the School has grown steadily, and enrollment is over 550 students in Grades K-12. Designed by a world-class team of architects, the School's 35-acre campus in downtown Bentonville will support as many as 600 students.

Thaden School now seeks an Administrative Assistant to serve as a welcoming face that helps oversee the daily flows, communication, and safety protocols of our school community.

Role and Responsibilities

- Organize and maintain a welcoming front office.
- Interact with our community by answering phones, greeting visitors, responding to information requests, and creating routine correspondence and mailings.
- Maintain student attendance records.
- Provide administrative support for meetings and events.
- Assist with securing substitute coverage for approved teacher absences.
- Sort and distribute incoming mail and manage office supply inventory.
- Provide day-to-day administrative assistance for the professional community as needed.
- Partner with safety and security during drills and emergencies, ensuring quick communication, accurate student rosters, and strict adherence to school lockdown or evacuation plans.
- Perform other duties in support of the School mission as determined by the Operations Manager, Division Heads, or Head of School

Skills, Qualifications and Attributes

- Unflappable, warm demeanor, and ability to thrive in a busy school office.
- Ability to maintain clear boundaries with visitors, staff, and students to ensure a safe and professional school environment.
- Relevant experience in a non-profit or school environment is preferred.
- Strong oral, written, and phone communication skills; Spanish language skills preferred.
- Proficiency in Google Suite applications; ability to quickly learn other school-related software.
- Ability to communicate effectively and work collaboratively with a diverse group of students, parents, staff, faculty, and other constituents.
- Capacity to juggle mundane and complex tasks, to prioritize, and to work in a self-directed manner.

- Excellent judgment and discretion in handling confidential information.
- Ability to positively represent the school in all settings and circumstances.

Physical Requirements

- Job frequently requires standing, walking, and handling objects with hands.
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 25 pounds.
- Some work performed outside is exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried non-exempt employee.

Applications

Please submit a statement outlining your interest, detailing subject matter expertise and extracurricular areas of experience, transcripts, cover letter, and resume through our online portal for [Thaden School Job Opportunities](#). Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

All offers of employment are contingent upon successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship. The School received full accreditation by the Independent School Association of the Central States in January, 2023, and Niche.com named Thaden the #1 independent high school in the state of Arkansas in 2022, 2023, and 2024.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced

learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 35-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019 and the completed campus was recently the subject of a feature article in Architectural Record.

The School's website features additional information regarding its mission, educational programs, and faculty and staff.