



Administrative Assistant to the School Counseling Department and Administration

Hourly Salary non-exempt staff position

Hours: 7:30 a.m. - 2:30 p.m.

Reports to: Director of School Counseling and Assistant Head of School for Academics

Position Summary:

The Administrative Assistant to the School Counseling Department and the Administration provides administrative support to the Director of Guidance and the department's counselors, as well as performs tasks given by the school administration in collaboration with the Director of School Counseling. This individual is responsible for organizing, coordinating, and implementing all aspects of technical and clerical work needed for the department.

Responsibilities:

- Understands and accepts the charism and mission of the Sisters of St. Joseph, the philosophy and mission of Fontbonne Academy and the Personnel Handbook.
- Manages incoming calls, providing information or directing queries appropriately.
- Provides communication support from School Counselors to families either directly or through *This Week at Fontbonne* weekly newsletter.
- Works with college representatives to set up visits to Fontbonne, arranging for both individual students as well as groups.
- Assist in the coordination and implementation of all phases of school programs and events involving the Guidance Department, including: parent evenings, college fairs, the Book Awards Program, and other requests for programs that might present themselves throughout the year.
- Facilitates the withdrawal and/or transfer process for all students by assuring that the withdrawal checklist is completed.
- Maintains the information in Naviance in coordination with the Director of School Counseling. Is trained on running reports through Naviance.
- Oversees the organization and relationship with universities and our Early College program. Ensures all paperwork for Early College courses is completed and filed with the Universities and maintained in our data spreadsheet on early college.
- Responsible for posting notices for colleges, college visits, college fairs, SAT Prep programs, scholarships, and job opportunities that become available throughout the year.
- Responds to transcript requests from past and current students.

- Interim Reports: 4 times/year - makes sure that every faculty member has submitted interim grade reports each quarter; compiles a comprehensive report which is distributed to each counselor and the Assistant Head of School for Academics.
- Oversees, coordinates, and publishes the Summer Programs bulletin and assists in publishing the monthly Scholarship Bulletin for seniors.
- Maintains records of all scholarships received by seniors, and develops a report for use at graduation, describing all scholarships and grants received.
- Develops and maintains spreadsheets for each graduating class including grade point averages and SAT scores, for use by the department and by the Assistant Head of School for Academics.
- Updates and maintains the Withdrawal Spreadsheet and data on students withdrawing and transferring to Fontbonne.
- Sends seniors* final transcripts to their chosen college or university.
- Creates a celebratory board in the entryway noting the chosen schools of seniors as they make selections.
- Trained on daily attendance and covers main office when needed.
- Responds to all requests for school attending and enrollment reports from towns and cities. Coordinates with the Assistant to the Head of School to complete the DOE annual report.
- Provides employers with verification of graduated alumnae.
- Responsible for the financial record keeping for the department (inventory and tracking of expenses); ordering supplies/books, materials, memberships, subscriptions, and reimbursements for the year.
- Prepares parent correspondence throughout the year: students' lists of prospective colleges, students in danger of failing courses, and students not attending support centers (select departments).
- Other responsibilities and duties as assigned.

Minimum Qualifications:

Bachelor's Degree in a business concentration preferred; Associates Degree with relevant experience considered. A minimum of 1 year experience in an office setting is required, preferably more experience in an educational setting is desirable. Excellent organizational skills. Must have the ability to multi-task in a fast-paced environment.

Computer proficiency including experience with Microsoft Word and Excel; Google Suite
 Ability to interact with students, parents, faculty, administration, college representatives, employers, and others, with maturity, sensitivity and good judgment.
 Able to maintain confidentiality.

This position may occasionally require working extended school hours, evenings, or scheduled school vacations.