



Administrative Assistant

School Mission

Brooklyn Jesuit Prep is a Jesuit, Catholic middle school for students and families from historically underserved communities. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded program with an extended school day, summer leadership camp, and robust graduate support program.

Role Description

The school's Administrative Assistant will provide support to the President and Principal in a wide range of office and school operations; provide support by planning, organizing, supervising and participating in the school office administrative operation; maintain confidentiality of sensitive and personal information; prepare and maintain a variety of records and reports related to assigned activities.

Essential Responsibilities

- Perform diverse office-related managerial responsibilities within areas and limits of authority as delegated by the President and Principal
- Coordinate and organize office activities and coordinates flow of communications and information to the school community
- Handle routine issues and issues concerning students, under the direction of the President and Principal
- Receive and greet visitors and provides information to parents and the public; screens correspondence and telephone calls for administrator and staff.
- Maintain student information systems and various databases
- Administers first aid, provides health office coverage and dispenses approved medication to students in accordance with organizational policy as assigned
- Support school's day-to-day operations
- Prepare correspondence as needed by the Principal and the President (drafts, mail merges, etc.)
- Animate the mission of our school through interactions with students, families, staff, and community

Desired Qualifications

- Excellent organization and communication skills
- **Collaborative:** Commitment to engage with faculty and parents to support the school's mission
- **Tenacious; Self-Starter:** Proven capacity to work independently toward setting and prioritizing goals
- Passion to empower students as young men and women for others, rooted in to our Five Jesuit School Principles: Open to Growth, Intellectually Competent, Loving, Faithful, and Committed to Doing Justice
- Confident in strong technology skills, such as Google Suite

Start Date: August 14, 2023

Salary Range: 42-48K. Commensurate with years of experience in education or related field(s). This position is an 11-month, in-person role. Benefits (401(k), medical, dental, vision) go into effect immediately. Fordham University offers a 50% tuition discount for advanced degrees to Brooklyn Jesuit Prep employees.

To Apply: Interested candidates should submit a resume and two professional references to BJP's Principal at Principal@brooklynjesuit.org. Qualified candidates will be contacted regarding next steps once all required application materials have been submitted. Applications will be accepted until the position is filled.

BJP is an Equal Opportunity Employer, has an institutional commitment to diversity, and encourages applications from people of all backgrounds. People of all faiths are encouraged to apply, but candidates must be comfortable with the Catholic tradition and faith-based education/activities that are central to the school's mission.