



Part-time Front Desk Administrative Assistant

Job Description:

Manage the front desk and reception area of the Salisbury Academy campus, welcoming and directing visitors, parents and students, maintaining a visitor's log, receiving and distributing mail, maintaining switchboard during business hours, being alert to all activity at the campus entrance, and providing any needed safety or security alerts. This position will be a 30 hour a week position with daily hours of 7:30 am-1:30 pm.

Duties:

- Answer incoming calls and transfer accordingly
- Greet visitors and direct them to the appropriate location/contact the individual they are here to meet
- Sign in and complete visitor's badges as required
- Distribute incoming post office mail on a daily basis
- Print documents in color for departments/personnel as requested
- Maintain the PTO calendar dates and field trip dates
- Provide basic first-aid for students and document care
- Distribute OTC/prescribe medication according to student files
- Prepare daily attendance report
- Schedule bus drivers for field trips
- Monitor security cameras
- Walk tardy students to class as needed
- Check Classroom Folders

Qualifications:

- Inviting personality and hospitable in welcoming visitors to the School
- Microsoft Office
- Excellent communications skills
- Organizational skills
- Must be accurate and detail-oriented
- Strong Character

About Salisbury Academy

Salisbury Academy is an independent, co-educational school serving students in 3K through 12th Grade in Salisbury, NC. Our experiential learning environment attracts students from diverse backgrounds and nurtures curiosity, character, and community while teaching children to love the learning process.

As an independent school, we have the freedom to promote creative thinking in hands-on ways that introduce students to exciting and challenging subjects including art, music, foreign language, global and environmental education, and digital literacy. Our students are immersed in over 100 field trips over the course of the school year.

Salisbury Academy students are developed as whole beings – intellectually, physically, and spiritually. In addition to an enriching core curriculum in areas such as math, science, history, and English, Salisbury Academy students are provided the tools to make a positive impact on the world around them as stewards of the community and of the environment.

Between the variety of clubs and sports offered and the ever-changing, dynamic selection of electives and after-school enrichment classes, every student enjoys a rich variety of opportunities to develop their unique gifts and interests.

Our school's commitment to sustainability is demonstrated as a US Green Ribbon School. We are intentional in developing conservation-minded students and an energy-efficient and low-waste school facility.