

BOSQUE SCHOOL
Albuquerque, NM
PROFESSIONAL OPPORTUNITY
Receptionist/Administrative Assistant

Description

Bosque School is seeking a full-time Receptionist/Administrative Assistant beginning in July 2009. The essential duties/responsibilities of the position include, but are not limited to:

- Serving as the Receptionist for the Upper School Building.
 - Greet, direct, and assist all campus visitors
 - Answer and respond to phone, electronic, and hard copy communication to the school.
 - Support the distribution of all school information on- and off-campus.
 - Greet, direct, and support the visits by college and university representatives.
 - Receive and respond to requests for the uses of school meeting rooms (Board Room, Wells Fargo, Upper School Conference Room).
- Supporting the efforts of the Assistant Head of School.
 - Maintain and provide feedback on all schedules of campus activities.
 - Staff and support meetings and other relevant activities
 - Receive, organize, and maintain all relevant administrative documents.
 - Provide clerical support for correspondence with various members of the school community.
 - Collect and organize relevant data for school, trustee, and outside agency reports.
- Contributing to the administrative support for school functions.
 - Work collaboratively with other administrative staff to organize and staff major school functions.
 - Identify, procure, and organize materials for school functions.
- Maintaining the web-based school calendar.
 - Attend and maintain records of Calendar Committee meetings.
 - Receive, organize, and process requests for calendar items.
 - Maintain the school's database of all school activities.
 - Review and revise hard copy and web-based listings of school activities.
- Provide administrative support for the Winterim Program, hiring of new faculty, and the coordination of academic department coordinators.
 - Distribute and respond to relevant hard copy and electronic correspondence.
 - Develop, maintain, and readily provide hard copy and electronic records of student, faculty, and staff participation in the activities.
 - Coordinate and provide communication regarding relevant meetings and other campus activities related to the activities.
- Other duties as assigned.

Requirements

Bosque School seeks a talented and dedicated full-time professional who is committed to supporting the education of 540 middle and upper school students. Candidates should be willing to accept and carry out duties and responsibilities with the well-being of students and other members of the community as the top priority. Candidates should also be committed to continuous learning and being part of a caring and vibrant educational community and supportive of the Bosque School Core Values.

Candidates should have a high school diploma (Coursework and relevant training in administrative functions beyond high school are preferred). They should possess the energy, flexibility, creativity, potential for professional growth and development, high expectations, and sense of humor to contribute to an educational environment that encourages and supports a lifelong love of learning, self-esteem, and respect for the community and the world in which we live.

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Salary and Benefits

The salary offered for the position will be dependent on the applicant's education level and relevant training and experience. Competitive benefits package for full-time employees is available.

School Information

Founded in 1994 and located on a 45-acre site in the bosque along the Rio Grande in Albuquerque, New Mexico, the Bosque School's mission is to prepare young men and women to become lifelong learners with the highest character values and academic goals in a natural New Mexico setting with strong family and community involvement. The school embodies the best of traditional independent education while embracing a progressive and inventive approach to learning.

Application Materials

Interested applicants should send a cover letter and resume (addressing interest in the position, professional goals, and relevant education and experiences) to Juan P. Flores, Assistant Head of School (jflor@bosqueschool.org) by June 30. No initial phone calls, please. Consideration of all candidates will take place until an offer is made and accepted.

NON-DISCRIMINATION And DISABILITY POLICY

Bosque School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification proscribed under applicable federal, state, or local law.

The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.