

The Museum School of Avondale Estates seeks a qualified, dynamic, and passionate professional to become a **part-time administrative assistant**. The administrative assistant will support school staff, parents, and students on a daily basis and will work closely with the principal in implementing school procedures and policies related to the operation of the front office. The assistant will also be responsible for ordering, inventorying, and distributing all school materials and supplies.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School offers the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

Qualifications

- Prior experience in an administrative support position preferred
- Experience in school office operations is preferred
- Ability to build relationships with staff members, students, parents, and community members
- Excellent computer skills required
- Excellent organizational, planning, and implementation skills
- Effective written and oral communication skills

Responsibilities

- Supporting school staff, students, parents, and community members as an administrative assistant
- Maintaining logs for purchase requests, purchase orders, inventory, and distribution
- Working closely with vendors to order all school supplies and materials and staff to distribute all items
- Tracking purchases and deliveries and keeping detailed, organized records of all transactions
- Performing other **clerical tasks** as assigned including word processing and creating databases, etc.
- Implementing front office policies and procedures
- Assisting with front office responsibilities, as needed:
 - Answering **phone calls** in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
 - **Greeting visitors** to the school in a pleasant and informed manner
 - **Responding to inquiries** for the purpose of referrals and directions, as may be required
 - Forwarding requests for information and messages to the appropriate individuals
- Performing other duties and responsibilities as assigned by Principal

How to Apply

The position will be for the 2016-2017 school year. Qualified candidates should send resume, a detailed cover letter and contact information for 3 references to:

The Museum School of Avondale Estates
Attn: Katherine Kelbaugh

923 Forrest Blvd
Decatur, GA 30030

Visit: <http://www.themuseumschool.org/>.