

JOB DESCRIPTION

POSITION: Executive Assistant at the St. Jerome Institute

School Description

St. Jerome Institute (SJI) is a private, independent high school in Hyattsville, Maryland offering a classical liberal arts program in the Catholic tradition opening in the Fall of 2019. SJI's integrated, Christocentric approach addresses the particular concerns of contemporary education of young adults just beginning to find their place in a rapidly changing world. At a time when young men and women begin to ask the perennial question "Who am I?" the St. Jerome Institute seeks to provide the sustenance, formation and mentorship that is so deeply longed for in the young soul. This formation occurs most fundamentally in the context of the SJI community. SJI's faculty and staff are committed to fostering a collegial, joyful and passionate community in the realization of the academy's vision and culture. Students enjoy a unique liberal arts educational experience with a curriculum that is designed as a single, unified, four-year program of study. The program is interdisciplinary within each year and meaningfully develops across the years to provide better context and greater mastery. The entire school works together to form a thoughtful, convivial community where students, faculty, and families can flourish.

Duties & Responsibilities

- Answer and manage incoming communications efficiently and professionally
- Receive and interact professionally with parents, students, and visitors
- Represent the vision and mission of the St. Jerome Institute with articulation and cheerfulness
- Prepare and edit correspondence, communications, presentations, and other documents
- Prepare financial statements, reports, memos, invoices, letters, and other documents
- Handle basic bookkeeping tasks
- Schedule and manage headmaster calendar
- Help prepare for meetings
- Assist in planning and coordinating events
- Manage and track annual enrollment process to include correspondence and maintenance of the student enrollment database
- File and retrieve documents and reference materials
- Record, transcribe, and distribute incoming communications
- Receive and process records requests in a timely manner
- Collect tuition and fees and issue receipts to parents
- Provide general administrative support
- Other duties as assigned

Qualifications, Competencies, and Strengths

The Executive Assistant position offers an exceptional opportunity to lead and contribute to a unique academy founding. While experience is preferred, the St. Jerome Institute is seeking an individual who is passionate and committed to serving students and families in the spirit of a Christocentric liberal arts academy.

- Humility and receptivity to coaching
- Joyful enthusiasm
- Aversion to gossip
- Ability to organize a daily workload by priorities
- Excellent interpersonal communication skills and the ability to build strong relationships
- Ability to organize confidential data efficiently
- Ability to communicate effectively and professionally with students, parents, co-workers, and the public at large
- Strong computer skills utilizing the full range of MS Office suite, as well as the ability to learn new software quickly
- A proactive approach to problem-solving with strong decision-making skills

- Experience using social media preferred.
- Prior experience preferred

Compensation

The St. Jerome Institute offers a competitive benefits package and overall compensation will be commensurate with talent, experience, and education.

TO APPLY: Candidates must apply by sending their resumes to pcrawford@stjeromeinstitute.org Please contact Headmaster Crawford for general information/questions regarding the application or hiring process.

The St. Jerome Institute is an Equal Opportunity Employer.