



Gonzaga College High School Position Description

DATE: March 23, 2021

TITLE: Receptionist and Administrative Assistant

Gonzaga College High School invites applicants for a full-time Receptionist and Administrative Assistant. Located in Washington, DC and founded in 1821, Gonzaga is a Jesuit, Catholic college preparatory school for young men in grades 9-12. We offer a values-oriented and academically challenging curriculum to students of diverse backgrounds from all over the Washington area. More on Gonzaga's culture and community can be found at www.gonzaga.org.

FUNCTION: The Receptionist / Administrative Assistant will primarily be responsible for assisting with administrative tasks for the Business and Operations departments of the School, as well as managing the front desk / reception area of the school.

DUTIES INCLUDE:

- Assist two members of the school leadership team, specifically the Chief Operating Officer and the Chief Financial Officer, with administrative tasks such as scheduling, project tracking, data entry, meeting coordination and preparation, managing incoming mail and correspondence, and other tasks as assigned.
- Serve as the primary receptionist for the school – fielding and directing all calls to the school's main number; receiving packages and mail deliveries and notifying recipients of their arrival; and greeting guests / visitors to the school and assisting them with meeting with their point of contact.

QUALIFICATIONS INCLUDE:

- Excellent interpersonal and verbal communication skills, combined with a customer service mentality, positive demeanor, and sense of humor.
- Experience as a receptionist or administrative assistant, or in customer service oriented field.
- Minimum of an Associate's degree OR a combination of education and professional experience equivalent to the same.

- Strong organizational skills, with the ability to juggle and prioritize multiple tasks. Knowledge of office management systems, procedures, and equipment, such as printers, scanners, copiers, postage machines, etc.
- High level of proficiency in MS Office (Word, Excel, Powerpoint, etc.), Google Apps (Mail, Calendar, Drive, Docs, Sheets, etc.), virtual meeting and scheduling platforms (Zoom, Google Meet, Doodle, etc).
- Significant attention to detail and good problem solving skills.

A resume and cover letter are a required part of the application process. Cover letters should highlight relevant experience and particular areas of expertise. Please submit all materials to jobs@gonzaga.org and indicate in the subject field the position for which you are applying. Applications will be considered on a rolling basis until the position is filled.

Please note that this position cannot be done virtually and requires in-person workdays on Gonzaga's campus in an office setting. Those who are unable to work in-person in a school environment will not be considered.

Gonzaga College High School is committed to leadership in multicultural education and a culturally diverse faculty and staff. The school therefore seeks applications from candidates who will contribute to an atmosphere in which all are valued and supported. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or any other characteristic protected by law.