



Administrative Assistant for Student Services and Residential Life

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School seeks an Administrative Assistant for the Student Services and Resident Life departments. The administrative assistant for student and boarding services is responsible for a range of administrative and logistical duties that ensure the swift, accurate, and consistent operation of both the student services and residential life departments. This individual serves as a source of information for both day and boarding students and assures the smooth operation of the day-to-day activities of both offices. Salary is commensurate with education and experience. Those fortunate enough to influence young lives at TFS receive a competitive benefits package.

Responsibilities:

The essential functions include, but are not limited to the following:

- Provide overall administrative support to both the directors in all aspects of student support -- including but not limited to correspondence, answering phone, calendar management, filing, mailings, and meeting coordination.
- Assist with the coordination of events such as the Multicultural Event, Commencement, Student Awards, Prom, etc.
- Send out monthly newsletters to the student body to give brief updates about events or announcements from the Office of Student Services
- Support the Directors in communications with students and other relevant constituents.
- Ability to organize information and office materials, file in a transparent system and by office standard deadlines so other people using the systems can easily find needed materials.
- Assist both Directors with purchasing needs.
- Provide smooth and accurate flow of information to and from the Directors and others who are in contact with the office.
- Answer phone calls promptly and courteously
- Respond to needs/concerns/questions in absence of the Directors.
- Comply with all relevant School record keeping requirements.
- Perform other duties as assigned, including assisting with other departments as needed.

Requirements & Qualifications:

- Associate degree required; Bachelor degree preferred.
- Minimum of one to three years of experience in an administrative role.
- Must have experience working in an office environment, preferably in an educational institution.
- Excellent written communication skills with the ability to compose correspondence using correct spelling, grammar and punctuation.
- Meeting and event management skills including notifications, preparation of agendas, exhibits, minutes and mailings.
- Proficient in the Microsoft Office Suite or related software.
- Skilled in utilizing resources to find information and conduct research.
- Calendar management
- Must be an enthusiastic team player but also have the ability to work independently.
- Calm and helpful manner with all constituents and situations
- Must demonstrate professional conduct in dress and manner.
- Exhibit high degree of dependability and punctuality.
- Highly organized with multi-tasking capability to manage multiple projects to deadline.
- Working familiarity with office equipment/systems
- Professional boundaries in regard to the handling of privileged and confidential information.
- Excellent organizational skills and attention to detail.
- Ability to work a flexible schedule, including occasional evenings and weekend.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 20 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Dean of Students, Jimmy Franklin at jimmy.franklin@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.