



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Administrative Assistant - Lower School (Full-Time)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland's Lower School seeks an Administrative Assistant to the Director to provide high-level support to ensure the smooth and efficient operation of the Lower School office. This role requires a highly organized, personable, and proactive individual who can manage complex scheduling, coordinate meetings and events, and support communications with warmth and professionalism. Excellent written and verbal communication skills, attention to detail, and proficiency with digital tools such as Microsoft Excel and Canva are required.

This is a full-time, fully-benefitted, 12-month, non-exempt position. We encourage applicants from underrepresented groups to apply.

Education & Experience

- Bachelor's degree preferred; equivalent experience considered
- Previous administrative or executive support experience, ideally in an educational environment required.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.