

PREP MARIANAPOLIS

The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.

Administrative Assistant to the Academic Office Position:

The Administrative Assistant to the Academic Office will support the goals and mission of Marianapolis Preparatory School through their daily interactions with all community members. This position reports directly to the Associate Head of School as well as the Director of Academic Records & Registration, in conjunction with the Director of College Placement and the Dean of Faculty, in support of the full Academic Administrative Team in all matters directly associated with this position.

The Academic Administrative Assistant provides comprehensive administrative and operational support to the Academic Office, assisting administrators, faculty, students, and families in the day-to-day functions of the school's academic program. This position requires exceptional organizational skills, professionalism, discretion, and a commitment to providing outstanding service to all members of the school community. The Administrative Assistant will gain a strong understanding of the independent boarding school model and develop the ability to articulate the school's and the Academic Office's overall goals and objectives.

In addition to supporting the Academic Office, the Academic Administrative Assistant serves as a study hall proctor, fostering a structured, respectful, and productive learning environment for students during assigned supervision periods.

Primary Responsibilities:

Academic Office Support

- Provide administrative support to members of the Academic Office in a wide range of daily operations.
- Serve as a welcoming point of contact for students, families, faculty, and visitors.
- Prepare, organize, and maintain academic records, reports, and correspondence.
- Assist with scheduling, calendars, meetings, and special events.
- Coordinate the distribution and collection of academic forms, materials, and communications.
- Maintain confidential student and faculty information in accordance with school policies.
- Support academic processes, including registration, scheduling, grading, assessments, and other departmental initiatives as assigned.
- Manage office supplies and assist with general office organization.
- Respond to inquiries and direct questions to the appropriate personnel.

Operational Support

- Assist with planning and executing academic events, parent programs, faculty meetings, examinations, awards ceremonies, and professional development activities.
- Help coordinate logistics for academic initiatives and special projects.
- Provide support for data entry and the maintenance of academic databases and information systems.
- Perform additional administrative duties as assigned to support the effective operation of the Academic Office.
- Help coordinate and be present for “all hands on” academic events such as: Academic Society Inductions, College Placement presentations, standardized testing (PSAT, SAT, AP©), Prizes & Awards, Baccalaureate Mass, and Graduation.

Study Hall Supervision

- Supervise assigned study halls, ensuring a quiet, safe, and productive environment conducive to learning.
- Monitor student attendance.
- Encourage responsible study habits and appropriate student behavior.
- Communicate concerns regarding student conduct to the appropriate administrator.
- Enforce school policies and expectations consistently and respectfully.

Qualifications:

- Associate's or Bachelor's degree preferred.
- Previous administrative or office experience, preferably in an educational setting.
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail and ability to manage multiple priorities.
- Proficiency with Microsoft Office, Google Workspace, and student information systems, or the ability to quickly learn new technologies.
- Ability to maintain confidentiality and exercise sound judgment.
- Demonstrated commitment to collaboration and customer service.

Candidates are encouraged to visit our website for more information on our school and this position:

www.marianapolis.org.

Interested candidates should send the following to ktata@marianapolis.org:

- A cover letter summarizing your reasons for wanting to work at Marianapolis
- A current résumé
- Contact information for three professional references (email preferred)

At Marianapolis Preparatory School, we celebrate and are committed to creating an inclusive environment for all employees. All persons shall have the opportunity to be considered for employment without regard for race, color, national origin, religion, disability, sex, gender identity or expression, sexual orientation, age, genetic information, or any other characteristic protected under law, except in cases of a bona fide occupational qualification in accordance with applicable law.