



Position Announcement
Middlesex School
Administrative Assistant – Academic Office

The Administrative Assistant in the Academic Office serves a central role in promoting the students' and teachers' experience at Middlesex School. The Middlesex Academic Office manages the scheduling and academic placement of all Middlesex students and faculty; interacts extensively with all members of the Middlesex community as well as third parties; and serves as the hub of the academic life of the School. In addition to collaborating with the Dean of Academic Affairs and the Registrar, the Administrative Assistant:

1. Organizes biannual academic and year-long prizes.
2. Updates, publishes and maintains school events calendars.
3. Schedules students' music lessons.
4. Updates the academic pages on the School's website, including the curriculum.
5. Maintains contact information with families in the School's database.
6. Supports students and faculty members book acquisition.
7. Maintains office inventory and materials.
8. Schedules the School's bells.
9. Organizes materials for faculty meetings.
10. Captains the proofreading of all academic comments and letters.

The ideal candidate will be well organized, dependable, flexible and discreet. Attention to detail and discretion are a must. This position handles confidential information and interacts with the entire School community. An impeccable phone manner is a must, as are the good humor and resilience necessary to work in a high visibility position that often must manage multiple priorities under pressure. It is Middlesex School policy not to place parents of current Middlesex students in this role. Successful candidates will have excellent oral and written communications skills, be highly skilled in Microsoft Office and related software applications, have prior database experience, and have the willingness and curiosity to learn new tools and techniques that will help to streamline the management of the office. A bachelor's degree is preferred.

The position is 10-months (mid-August to mid-June), full-time, with a 35-hour work week that encompasses the hours of 8:00am to 4:00pm. This is a benefits eligible position.

Please email cover letter and resume to Michael Schaeberle, Interim Dean of Academic Affairs, Middlesex School, mschaeberle@mxschool.edu. For more information about Middlesex, please visit our website at www.mxschool.edu. Middlesex School is an Equal Opportunity Employer.