Position Title: Administrative Assistant

Summary: The Buffalo Academy of Scholars seeks a motivated individual to maintain the daily operations of the school as an Administrative Assistant, as well as supervise study hall periods and provide assistance to students across various subject areas as needed. The Buffalo Academy of Scholars will provide on-site training for this position.

As a school that offers a customized learning experience for students in grades 5 through 12, our environment is uniquely small. This environment lends itself well to collaboration among staff members and students.

Duties:

**Management of Office Operations**

* Serve as primary general information resource for the school
* Establish a warm, welcoming, and caring environment for students, parents, and guests upon arrival daily
* Develop and implement administrative and operational processes in collaboration with Executive Director
* Plan, organize, and book monthly field trips in collaboration with teachers, Executive Director, and students
* Manage schedule and appointments for Executive Director with parents, vendors, and teacher applicants
* Respond to inquiries from interested parents in a timely, polite manner

**Records Management**

* Responsible for management and on-going maintenance of student medical and academic records
* Create, format, and update all student report cards for each trimester annually

**Technical Operations**

* Troubleshoot technical problems and consult with vendors as needed

**Oversight and Management of HR and Financial Operations**

* Maintain and purchase necessary office supplies as needed
* Reconcile monthly bank statements
* Manage incoming invoice due dates and amounts
* Mail bills to vendors in timely, organized manner
* Coordinate payroll for all Academy employees biweekly
* Analyze and maintain Academy budgets and expenses, in collaboration with Executive Director
* Create Administrative, Admissions, and other forms for The Academy

**Applied Learning (Study Hall) Supervisor**

* Supervise students as they work on in-school assignments individually
* As needed, assist students with assignments in various subject areas
* Write a summary report to all teachers detailing what each student completed during that period

Desired Skills and Attributes:

* Ability to maintain confidential information
* Familiarity with basic procedures of an educational work environment
* Excellent communication skills
* Excellent interpersonal skills
* Organized
* Flexible; open to change in procedures
* Self-motivated
* Attentive to detail
* Comfort with multi-tasking
* Excellent time-management skills
* Proficiency in Microsoft Office, specifically Microsoft Word

Additional Opportunities: Opportunities to teach one or more classes based on qualifications and interest may be available.

Compensation: Competitive hourly rate to reflect abilities and performance.

Hours: 7:15am to 3:30pm\* Monday through Friday

\*Subject to change

How to Apply: Please send a resume/CV and letter of interest to the Executive Director, Mr. Alan Hibbard at [ahibbard@theacademybuffalo.org](mailto:ahibbard@theacademybuffalo.org).