



MADEIRA

Academic Office Coordinator/Assistant to the Deans

The Madeira School is seeking an Academic Office Coordinator/Assistant to the Deans. This individual provides a full range of administrative support to the School and to the Deans of the Academic Office.

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 334 students from 21 states and 38 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

Responsibilities include:

- Attendance and punctuality management of all plus students (includes maintaining accurate computer records, preparing daily attendance reports, and coordinating ever-changing attendance information from various points on campus such as classrooms, Health Center, Dean of Students)
- Strategic support for three Deans, which may include calendar management, review of daily priorities, and interface with school constituencies
- In conjunction with the Deans, help coordinate and plan academic School events (August Institute, Back to School Night, Family Weekends/Fabulous Fridays, Graduation), including making and complying with all related technology, facilities and communications requests
- General Office Duties: phone management (includes routing of calls, answering accurately routine queries, handling calls on three lines), mail management (includes distribution of mail to all faculty boxes and mailing office mail daily); Filing
- Weekly Wrap-up Sheet management and Information Sheet management, coordinated with Learning Specialist
- Office management (includes ordering supplies, maintaining a clean, orderly, well-stocked office, exam logistics, course registration logistics, seating charts, etc.); Faculty room management (includes working with Logistics on copier problems, keeping faculty room well-stocked with supplies, maintaining bulletin boards in faculty room, updating mailboxes); Building management (responsible for Schoolhouse II reports, coordination and details);
- Data entry management of course registration for all new and returning students; management of summer work and placement test posting, coordinating with Department Chairs and Assistant Academic Dean, as well as general support for course registration
- Student/parent data base management and preparation of the Student Directory

Qualifications

- Bachelor's degree preferred.

- Three-five years of office experience in a related field
- Highly organized yet flexible work style
- Excellent technology/computer skills, database experience a must (e.g. Haiku, Canvas, Senior Systems and SchoolDude; productivity software: Excel, Microsoft Word, and Outlook); willingness and ability to learn additional applications as needed.
- Strong interpersonal and communication skills; pleasant, efficient, and confident phone manner
- Ability to handle sensitive and confidential matters with appropriate discretion
- Ability to multi-task, prioritize work and problem-solve
- Honed collaboration skills (both within and across departments)
- Exceptional data management, analytical and problem-solving skills; accuracy and attention to detail in maintaining data integrity
- Strong commitment to inclusive and equitable practices

To apply, please submit your resume and letter of interest to hr@madeira.org.