

## Job Description



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[www.cityhigh.org](http://www.cityhigh.org)

<b>Job Title</b>	<b>Administrative Assistant/Receptionist</b>
<b>Position Summary</b>	With the aim of providing exceptional customer service, this role will greet all guests. Receive and route incoming calls and place outgoing calls. Manages traffic flow of students in the reception area. Input and manage student attendance and provides verification reports during the school day. Provide clerical support to the CEO/Principal and Assistant Principals. Knowledge of commonly used concepts, practices and procedures within the general office environment required. Serve as a point of contact for receiving incoming school applications and responding to Admissions application inquiries.
<b>Qualifications</b>	A high school diploma or its equivalent and 3-5 years of experience in the field or a related area are required. Additional qualifications noted below.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO/Principal and Education Manager
<b>Salary Range</b>	\$32,000 to \$36,000 plus comprehensive health benefits and 401(k) plan

### Essential Functions:

1. Administrative
  - a. Receive and direct all incoming telephone calls as well as place relevant calls.
  - b. With the aim of providing exceptional customer service, greet all guests and direct visitors (parents/guardians, school district personnel, incoming potential clients, etc.) according to established building procedures.
  - c. Dispense verbal information to public as directed.
  - d. Update parent contacts and mailings to the parents and districts
  - e. Assist in clerical work as assigned and requested by the CEO/Principal (mailings, letters, reports, etc.) as well as provide targeted support for the Assistant Principals.
  - f. Maintain the CEO/Principal's calendar.
  - g. Interact positively with students, parents, and families.
  - h. Coordinate and handle various City Charter High School mailings as directed.
  - i. Accept City High vendor deliveries and notify appropriate personnel of deliveries.
  - j. Serve as point of contact for receipt of job application materials.
  - k. All other duties, as assigned.
2. Student Information Management
  - a. Input and manage student attendance and provide verification reports during the school day.
  - b. Responsible for security of student confidential files on computer and in reception area.
  - c. Assist Student Information Manager with data entry tasks as necessary
3. Admissions
  - a. Assist Director of Enrollment & Strategic Communications with receiving and processing incoming student application materials as well as assist with fielding enrollment application inquiries.

### Skills and Qualifications:

A high school diploma or its equivalent and 3-5 years of experience in the field or a related area are required. Proficiency in Microsoft Office Suite required. Knowledge of student information systems a plus. Additional qualifications include: initiative; excellent communication and interpersonal skills; flexibility; a positive attitude; and the ability to work independently and as an effective member of a team are desired.