

Administrative Assistant**Band I, Zone A Schools**

Assists with the accurate processing and recording of college applications for Cranbrook-Kingswood students. This position is often the first contact that students, college representatives, parents, alumni, and others have with the College Counseling Office. It is critical therefore, this person maintains a pleasant, helpful, and highly professional attitude while working with constituencies. This position will also help maintain and coordinate the calendars for the six college counselors in the office; coordinate college representative visits; assist with event planning of numerous programs sponsored by the office; collect and maintain up-to-date information about summer programs and scholarship opportunities. Must work collaboratively with the Senior Administrative Assistant and be able to fill in for the Senior Administrative Assistant during short term illness or vacation. Minimum requirements are a high school diploma or GED and a minimum of two years administrative experience. Must have excellent data-entry skills. Familiarity with the college application process and standardized testing helpful. The ability to maintain computerized records and proficiency in Office 365 and other Microsoft cloud-based products required; working knowledge of databases, Google Office Suite, and online booking software is helpful. Comfort and some familiarity with social media outlets like Twitter, Instagram, Facebook and YouTube preferred. Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required. Valid Michigan driver's license with satisfactory driving record required. **This is a part-time school session position working 20 hours per week from mid-August through mid-June.**