



### **Senior Administrative Assistant – College Counseling**

The **Senior Administrative Assistant** will coordinate the work of six college counselors and one part-time administrative assistant to assure a smooth logistical operation of the college counseling process. They will coordinate office communications with families, vendors, college representatives, and other necessary constituents. The Senior Administrative Assistant will assist students with the college application process.

#### **Responsibilities include, but are not limited to:**

- Oversee the college application process by communicating with college counselors, parents, and students. (This is handled in a highly confidential and timely manner – deadlines are imperative.)
- Develop department meeting agendas with the dean and attend all department meetings with information on approaching deadlines of various department activities.
- Take minutes at department meetings and follow up with reminders to appropriate college counseling staff.
- Schedule and serve as primary point of contact for the logistical coordination of multiple daytime and evening webinars.
- Update and maintain Scoir, the computerized records system used to manage the college application process.
- Generate reports from computerized records system for administrators and Board of Governors.
- Schedule appointments and meet and greet college representatives, parents, and students.
- Determine need for and order office supplies and reference materials.
- Process and maintain all expense records for College Counseling and reconcile ledger reports monthly.
- Assist the Associate Dean who supervises the Student Council with event planning for student activities.
- Prepare and send frequent electronic correspondence to parents and students.
- Organize and maintain all hardcopy and electronic files for the College Counseling office.
- Maintain several school bulletin boards as resources for students making their college selection.
- Maintain attendance, punctuality, and performance standards set forth in CEC employee handbook.
- Schedule appointments and maintain calendar for the Dean of College Counseling.

**Requirements:**

- High School Diploma or GED required; Associate's or Bachelor's degree preferred.
- A minimum of five years experience providing administrative support at a senior level required.
- Proficiency in Office 365 and other Microsoft cloud-based products (Word, Excel, Access, PowerPoint, Bookings, internet browsers, email) required; working knowledge of databases and Cranbrook-specific computer software 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.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu) or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration.)**