



## Office Assistant

Rev. 7/10/25

### Job Summary:

The Office Assistant serves as the welcoming face of the school, providing essential administrative support and creating a positive first impression for students, parents, staff, and visitors. This role involves supporting front office operations, handling inquiries, and assisting with various tasks to ensure the smooth daily functioning of the school. This position is a part-time non-exempt position and reports to the Operations and Human Resources Manager.

### Duties/Responsibilities:

- **Reception and Customer Service:** Greet visitors, answer phone calls, and respond to inquiries with professionalism and warmth. Assist parents, students, and staff with questions or direct them to appropriate personnel.
- **Administrative Support:** Manage daily office tasks, including but not limited to the tracking of:
  - Student attendance and carline changes
  - Bell schedule
  - Potential applicant data (early literacy screenings, tutoring, admissions, and summer camp)
  - Student participation in after-school activities
- **Communication:** Relay messages, distribute announcements, and maintain clear communication between staff, students, and families via email, phone, or in-person interactions.
- **First Aid and Medication Distribution:** Provide first aid to students, administer daily medication and over-the-counter medication, document accordingly.
- **Office Management:** Organize and maintain office supplies and files; serve as point of contact for office equipment issues (printers and laminator).
- **Data Entry and Record-Keeping:** Update student information, attendance records, and other databases/spreadsheets with accuracy and confidentiality.
- **Safety and Security:** Monitor visitor check-in/out procedures, issue visitor key fobs, and follow school safety protocols.
- **Summer Camp:** Assist the Camp Director and help as assigned.
- **Performs other related duties as assigned.**

### Required Skills/Abilities:

- Excellent interpersonal and communication skills to engage with diverse individuals.
- Strong organizational and multitasking abilities to handle a fast-paced environment.
- Friendly, approachable demeanor; problem-solving mindset; adaptability to changing priorities.
- Ability to remain calm under pressure and maintain attention to detail.
- Proficiency in Google Suite (Docs, Sheets, Slides, and Forms) and Microsoft Office (Word, Excel).
- Ability to maintain confidentiality and handle sensitive information.

**Education and Experience:**

- Bachelor's degree preferred, Associate's degree or equivalent required
- Three years or more experience in an administrative or customer-facing role, ideally in an educational setting.
- Experience with FileMaker Pro and basic office equipment preferred.
- Medication Authorization Training certification preferred.

**Physical Requirements:**

- Ability to sit for extended periods of time
- Physical agility to bend, stoop, walk and reach overhead
- Must be able to lift up to 15 pounds at times

This is an 11 month position with benefits. The position reports August 1 and ends June 30 of each school year. The hours are Monday through Friday from 7:30 AM - 3:30 PM during the school year.

Riverside School is an Equal Opportunity Employer.