



Job Description

Job Title: Administrative Assistant and Registrar, Middle and Upper School

Start Date: May 1, 2021

Salary: Based on experience

Reports directly to: Director of Middle and Upper School

Department: Middle and Upper School

Position Description:

The Middle/Upper School Administrative Assistant/Registrar has a key role in making the Middle and Upper divisions run smoothly. The assistant/registrar reports directly to the Director of Middle and Upper School and assists them in a multitude of tasks. The administrative assistant/registrar daily assists the faculty, students, and parents of the Middle and Upper Schools. Strong communication skills and being able to present a calm and positive demeanor when dealing with student, parent, and faculty needs are prerequisites for this job. Excellent organizational skills along with strong technical skills are also necessary. Collaboration with colleagues and a positive work ethic is expected. The administrative assistant/registrar has assigned duties and needs to be willing to assist as needed. Some but not all, specific duties are articulated below.

Primary responsibilities include:

- Respond to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
- Utilize excellent organizational and problem solving skills and attention to detail with the ability to multitask.
- Handle sensitive information in a confidential manner.
- Demonstrate the ability to work collaboratively and independently and take initiative with ongoing tasks.
- Coordinate with maintenance staff for emergencies, daily requests, supplies, and projects.
- Manage the daily schedule of the Directors of Middle and Upper School.
- Maintain attendance records.
- Maintain current events on the School calendar.
- Organize the annual orders and deal directly with the companies.
- Answer the phone and relay messages.
- Maintain and update current and historical student records, including students' personal and academic data, grades, and grade changes.
- Manage issuance of official and unofficial 6-12 transcripts, enrollment, and GPA verification forms.
- Process, review, and distribute grade reports.
- Oversee transfer of student records from the Admission Office to and through each division.
- Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
- Utilize strong technical skills.
- Develop communication materials for students and families.
- Create the student master schedule.
- Assist with commencement.

- Supervise children whenever necessary.
- Participate in professional development opportunities.
- Adhere to the employee handbook.
- Other duties as assigned.

Skills, Qualifications, and Experience:

The Administrative Assistant has excellent interpersonal, communication, and technology skills. A successful candidate is organized, self-directed, and able to problem solve and attend to multiple high priority tasks with attention to detail and a sensitivity to confidential information. Forging positive and effective working relationships with a broad range of internal and external constituents, this position requires an understanding of, and a commitment to, a culturally and ethnically diverse population.

Qualifications Include:

- A bachelor's degree is preferred.
- Successful experience working in an office and/or a school environment is desirable.
- Exceptional interpersonal skills and the ability to foster positive relationships.
- Excellent oral and written communication skills.
- The ability to work collaboratively with co-workers and community members.
- Ability to maintain clear, accurate records, and prepare accurate timely records and reports.
- Strong computer literacy.

School Description:

Antilles School is an independent coeducational day school located on St. Thomas, in the US Virgin Islands. Antilles enrolls approximately 400 students in a toddler program through grade 12.

Excellence, Diversity and Community are the guiding principles for each day at Antilles. We pride ourselves on inspiring each student to reach his/her potential in a multicultural setting that is one of the hallmarks of our School. Antilles combines educational excellence and character development to transform our students into young adults prepared for college, career, and life. Antilles strives to develop the whole child through challenging academic courses, technology, music, art, and athletics.

Antilles School is committed to maintaining an atmosphere of collaborative learning, to building a diverse community based on mutual respect, and to fostering social and emotional learning as well as social equity, diversity, and inclusivity into our school life.

Antilles School is an Equal Opportunity Employer. Antilles does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Employment decisions are decided on the basis of qualifications, merit, and demonstrated need.

Application Procedure:

Send letter of interest, resume, and references to Liz Morrison, Head of School, Antilles School, 7280 Frenchman Bay, St. Thomas, VI 00802 or via employment@antilles.vi.