



Career Opportunity **Administrative Assistant**

Vanguard College Preparatory School in Waco, TX, is accepting applications for an Administrative Assistant (Front Desk Facilitator) position. This position is full-time, working in the school's front office, Monday through Friday from 8:00 AM – 4:30 PM. Position state date: June 5, 2017 (Limited June and July hours scheduled.)

Essential Duties:

As the primary greeter for Vanguard School, the Administrative Assistant is responsible for:

- Being the school's representative reflecting the institution's mission
- Answering/directing incoming calls and requests for supportive collaboration from internal and external groups
- Assisting with aspects of communications, filing, on-campus activities, calendar processing, office support, attendance reporting and coordination
- Other duties as assigned based on school needs

Preferred Qualifications include:

- Associate's degree, with 1 year of clerical/administrative assistant experience or comparable customer service experience or high-school diploma, with 5 years of office experience or comparable customer service experience

Other Qualifications include:

- Strong verbal skills and interpersonal skills
- Approachable and professional demeanor
- Experience with Mac-based computer platform
- Internet proficiency
- Works well with unanticipated events
- Ability to meet deadlines
- Ability to collaborate effectively

To Apply:

Complete and submit the following to Flip Alexander, Assistant Head of School – Internal Operations (flip_alexander@vanguard.org):

- VCPS Application (www.vanguard.org)
- Resume
- Letter of Interest for the position (can be email message)
- Letter of Reference

Criminal Background Check and Drug Testing are qualifiers for all applicants.

Vanguard is an Equal Opportunity Employer. It is our policy to treat all employees and applicants fairly and equitably and in doing so, comply with all applicable federal and state laws relative to employment.