

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Administrative Assistant / Office Manager – College Counseling

Start Date: February 1, 2022

Horace Mann School seeks an experienced Administrative Assistant/Office Manager who will support the values and goals of the College Counseling Office to assist students in their post-secondary planning.

Overview:

- Serve as the first ‘point of contact’ and the welcoming face and voice of the College Counseling Office for students, parents, and college admission representatives.
- Provide administrative support to the Executive Director of College Counseling and seven college counselors.
- Maintain confidentiality in all aspects of student, parent, and staff information.
- Seek out professional development opportunities available through participation in conferences and workshops and membership in professional organizations.
- This is a twelve-month, full-time support staff position reporting to the Executive Director of College Counseling.

Responsibilities:

Office Management

- Perform general clerical duties to include, but not limited to data entry, copying, faxing, mailing, and filing.
- Answer telephones and provide answers to basic college counseling questions.
- Maintain accurate physical and digital college counseling records that are auditable.
- Maintain college counseling calendar to coordinate workflow for all college counseling meetings, events, and college representative visits.
- Maintain college counseling website including calendar, resources, and links.
- Maintain inventory of office technology, equipment, and supplies.
- Open, sort, and distribute incoming correspondence; sign for and distribute delivered packages, when appropriate.

Event Planning

- Help plan, schedule, and coordinate college counseling events (e.g. college representative visits, college night programs, college tours) by preparing purchase orders, check requests, and facilities work and food orders.
- Anticipate and organize the cycle of communication with students, parents, and faculty.
- Manage facilities setup and logistics for day and evening college counseling events.
- Meeting and greeting college representatives and guest speakers
- Occasionally assisting during some evening and/or after-school events.

Record Maintenance

- Working with the Registrar to ensure that all transcripts for juniors, seniors, and transfer applicants are updated, complete, and accurate. Receive and fulfill transcript requests.
- Help manage Maia Learning Software system: prepare and upload student transcripts, test scores, and other materials; track college application materials in adherence to deadlines; assist families and faculty in understanding how to use the Maia Learning system.

- Conduct research, compile data, and prepare information for reports to Head of School, Head of Upper Division, and Board of Trustees.
- Maintain portal with the NCAA Eligibility Center including helping to create, update, and revise course approvals for NCAA eligibility.

Miscellaneous Duties

- Responsible for handling various duties throughout the year that may include proofreading letters of recommendation, communications to families, faculty, and college representatives
- Willingness to travel to occasional conferences and training sessions.
- Occasional evening and weekend work
- Other duties as assigned by the Executive Director and Senior Associate Directors of College Counseling.

Knowledge, Skills, and Abilities:

The strongest candidates will have the following experience and qualifications:

- Ability to create a warm, welcoming, and calm atmosphere within a busy, sometimes hectic office. Exceptional interpersonal skills, ability to communicate effectively with students, parents, and college visitors.
- Ability to work independently and a desire to work closely with a close team of colleagues.
- Detail-oriented, well-organized, have excellent verbal and written communication skills. Good analytical and problem-solving skills with the ability to prioritize and multi-task in a high traffic/high volume office.
- Demonstrated cultural awareness, including knowledge of themselves and the cultural lenses they bring to interactions. The candidate will likely understand different perspectives, interact respectfully with cultures other than their own, and cultivate meaningful relationships with people that have different cultural frameworks. Prior experience working with a diverse student population and demonstrated equity and inclusion mindset.
- Associate's degree and previous experience in general office responsibilities and procedures. Bachelor's degree preferred.
- Proficiency in computer skills, including knowledge of Google Workspace and Microsoft Office tools. Comfort learning new software tools and systems.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect, and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September 2021, the School enrolls 1,793 students representing 150 zip codes, with 46% self-identified students of color. For 2021-22, 15% of the students receive need-based Financial Aid. Thirty-four percent of School administrators, teachers, and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$125 million bricks-and-mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state-of-the-art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, delve deep into their areas of interest, and become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school's extensive extracurricular programs, students work with faculty members to pursue their passion for service and

social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should send resume and cover letter to: employment@horacemann.org.