



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Upper School Administrative Assistant
Department: Administration
Reports to: St. Agnes Academy Upper School Dean
Contract: 11 month

Job Summary: Duties of the Administrative Assistant include providing support for the Dean, assisting educators and students, as well as a number of various administrative and clerical tasks. This person should be organized, confidential, efficient, self motivated, and able to work independently. Additionally, this person should have good communication skills and be able to positively engage and collaborate with others.

Essential Duties and Responsibilities:

- Creating weekly Upper School Bulletin
- Collecting and sorting mail
- Creating and editing important Upper School documents and programs
- Ordering and distributing supplies
- Managing financial documents and payments
- Communicating with vendors
- Managing Upper School Events (with Lead Sponsors)

The Ideal Candidate will possess the following qualities:

- Bachelor's degree
- At minimum, two years of experience as an administrative assistant or related field and proficient in Google Workspace
- An appreciation of and commitment to single gender education, diversity, and serving the needs of a diverse population
- Leadership and team building skills; ability to reach out and develop community
- Flexibility, energetic, and high integrity

Candidates should email a completed application and credentials (cover letter, resume, and a list of references) to Heather Valdez, Dean of the Upper School (hvaldez@saa-sds.org).
The position will remain open until filled.

The Dominican Community of School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.