College Counseling Administrative Assistant and Registrar
(Full-time beginning July 1, 2019)

Responsibilities

Head-Royce School seeks an enthusiastic and detail-oriented College Counseling Administrative Assistant and Registrar to join our Upper School community. The College Counseling Administrative Assistant and Registrar performs a wide variety of administrative duties in support of our academic and college counseling programs, including maintaining and creating student academic records and supporting the College Counseling office and the students and families in our program. All candidates must have experience in an administrative assistant position with demonstrated background taking initiative and working in a fast-paced environment.

Physical requirements and work environment

- Work with multiple exciting challenges and deadlines, as well as a diverse array of contacts
- Work at a desk and computer for extended periods of time
- Work primarily in a traditional climate-controlled environment
- Ability to occasionally lift up to 30 pounds

Skills

- Strong organizational abilities with an ability to multi-task and attention to detail
- Ability to analyze, manipulate, and present data
- Outstanding written and verbal communication skills and problem-solving skills
- Time management, planning, and prioritization skills
- Strong interpersonal skills and ability to work with students and adults
- Professionalism, including a positive demeanor, flexibility, diplomacy, punctuality
- Excellent computer skills: Microsoft Office, Google Drive, Naviance/Scoir preferred
- Commitment to working with diverse racial, ethnic, gender, cultural, as well as disabled populations and promoting equity and inclusion in all facets of our work

Qualifications

- Bachelor's Degree required.
- Minimum two years work experience in office administration; experience in record keeping and scheduling

Additional Qualifications preferred, but not required:

- Minimum of three to five years experience working at the Middle or Upper School level
- Advanced degrees

Head-Royce School Overview

Located on a 12-acre campus in Oakland, California, Head-Royce is a pre-eminent, co-educational, independent, K-12 day school with a 131-year history. Our mission is to inspire in our students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for diversity that makes our society strong and to encourage active and responsible global citizenship.

Head-Royce enrolls 890 students in the three separate divisions — Lower, Middle and Upper Schools — and provides a dynamic, whole-child education to every student. With our Strategic Plan, Bridge to 2022, the school's current initiatives include advancing an innovative, student-centered program, promoting an inclusive community, driving deeper civic engagement, sustaining a culture of balance and well-being and carefully stewarding our resources.

Other Considerations

Compensation: Competitive among comparable schools
Status: Non-Exempt
Location: Oakland, California

Travel: (minimal)
Education: Bachelor's degree required
Start Date: July, 2019
Website: headroyce.org

To Apply

Interested candidates are asked to **submit a letter of interest and a current resume**. Files should be sent via email to USJobs@headroyce.org with the subject line "College Counseling Administrative Assistant and Registrar Position."