

The Museum School of Avondale Estates seeks a qualified, dynamic, and passionate professional to become the school's **administrative assistant/museum liaison**. The administrative assistant will work closely with the principal in developing and implementing school procedures and policies related to the operation of the front office. In addition, the administrative assistant will support school staff, parents, and students on a daily basis as the front office receptionist. Additionally, the Director will develop and manage relationships with the school's curricular and resource partners and their respective museum education departments.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School will offer the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students will develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

Qualifications

- Bachelors Degree in business or related field preferred
- Three years experience in an administrative support position required
- Experience in school office operations is preferred
- Ability to build relationships with staff members, students, parents, and community members
- Excellent computer skills required
- Excellent organizational, planning, and implementation skills
- Effective written and oral communication skills

Responsibilities

- Operating and maintaining Student Information System
- Aiding in the development and implementation of front office policies and procedures
- Supporting school staff, students, parents, and community members as the front office receptionist
- Supporting the Business Manager in maintaining student, vendor, and correspondence files while complying with all corporate, local, state and federal guidelines and procedures
- Serving as the school's liaison with museum partners to ensure constant communication and development of programs based on student's academic needs
- Developing relationships with partners, aligning school needs with partners' resources and learning opportunities
- Scheduling museum visits (Learning Expeditions) while considering the curriculum map, museum resources, and opportunities for increased student achievement

How to Apply

The position will be for school year 2010/2011 beginning two weeks prior to the planned opening of the school. Qualified candidates should send resumes and 3 references via e-mail to:

jobs@themuseumschool.org.

Visit: <http://www.themuseumschool.org/>