



**Position: Office Administrator – For July 2024 Start**

This position provides a tremendous opportunity for the right person to join The Beech Hill School community in a critical support role. Throughout the academic year, late August to late June, the Office Administrator will work roughly 30 hours a week, and in July and August will work from 10 to 20 hours a week. This position offers significant flexibility, and the possibility to complete some tasks from home.

**Compensation**

\$18 to \$20 per hour

**Job Description**

The Office Administrator is often the first-person individuals encounter at The Beech Hill School and should be kind, thoughtful, and welcoming to all. In addition to receiving and managing incoming communications, this individual will support the needs of the Head and Assistant Head of School. Individual should possess strong organizational, writing, and editing skills and an ability to anticipate the needs of the institution. The individual will complete specific tasks related to the communications and day-to-day operations of the School and will provide focused support for those in the admission process.

**Duties and Responsibilities**

- Interact with students, families, and faculty in an open and helpful manner, solving problems when possible or redirecting as appropriate;
- Handle confidential information with the utmost professionalism;
- Maintain files and records;
- Manage “Office” e-mail account and incoming communications via telephone and mail;
- Contribute broadly in the production and distribution of school communications, such as the weekly newsletter and major mailings;
- Support the Head and Assistant Head of School through the scheduling and coordination of calendars and appointments and by completing clerical tasks;
- Serves as liaison with families in the Admissions process;
- Cheerfully and efficiently supports the goals of the school in a variety of unanticipated ways.

**Preferred Qualifications**

- Previous office experience preferred, yet willing to train the right individual;
- Proficiency with Microsoft Office, Constant Contact, Canvas, Google, and the ability to learn the school’s internal database management systems;
- Organization, communication, writing, and editing skills;
- Detail orientated individual that thrives in a dynamic workplace;
- Commitment to the mission & vision of The Beech Hill School.

**About The Beech Hill School:**

The Beech Hill School is a co-educational, independent, middle school in Hopkinton, New Hampshire. The school serves approximately 45 students in grades 5 through 8. The School provides a rigorous and supportive academic program paired with a robust elective and outdoors program. Small by design and intentional in its programs, students thrive at The Beech Hill School.

The school does not discriminate in its hiring, admissions policies, financial aid policies, educational policies, or the administration of school-related programs or activities on the basis of race, color, religion, nationality, gender, disability, or ethnic origin. The Beech Hill School is an equal opportunity employer.