



SAINT  
**GEORGE'S**  
SCHOOL

The Mission of Saint George's School:  
Inspiring Scholars, Athletes and Artists to serve and lead others.

**Professional Opportunity: Registrar and Administrative Assistant to Head of School**

Saint George's School is an independent, coeducational day school located on the Little Spokane River north of Spokane. The school, founded in 1955, enrolls approximately 380 students in grades Kindergarten through twelfth, offering a broad liberal arts curriculum and preparing students for academically rigorous college programs. The school is also an IB World School.

This position will be a full-time position with full benefits.

**Responsibilities:**

The Administrative Assistant to the Head of School will report to the Head and will have primary responsibility for administrative and secretarial support to the Head, as well as responsibilities as Registrar. Specific responsibilities include:

- Provide direct administrative assistance to the Head of School (maintain and coordinate calendar; set appointments; format; produce, proof, and edit correspondence; organize the main office, and handle phone calls); take minutes and post for weekly Administrative meetings.
- Provide administrative assistance with Development initiatives including gift entry using Raiser's Edge software and preparing and mailing gift letters.
- Maintain communication and assist the Board of Trustees, including taking minutes at the Board meetings.
- Work closely with a supportive and active Parents Association. Assist the parents and students in a professional and caring manner.
- Maintain immunization forms and handle reporting for NAIS, NWAIS, and the State of Washington.
- Full oversight of the graduation ceremony and reception including the diplomas and awards, set-up, and coordination with all respective parties involved.
- As Registrar, responsible for maintaining accurate grade records for all students by working closely with the faculty, the Technology Department, and the Division Heads using the PowerSchool software.
- Maintain current, graduated, and transfer students' files.
- Maintain records for PSATs, SAT, ACT, and AP scores.
- Assist with applications such as National Merit, Presidential Scholar, etc.
- Other duties assigned by Head of School.

**Qualifications:**

- Bachelor's degree required.
- Experience as an executive assistant for a substantial business or organization.
- A high degree of computer literacy, an ability to quickly learn and adapt to new software.
- Familiarity with Microsoft application products.
- A strong work ethic and ability to accept constructive criticism.
- Self-motivated, high energy, proactive, requiring little supervision.

- Excellent communication skills both orally and in writing.
- Ability to work closely with all constituencies at the school—students, teachers, staff, administrators, parents and board members.
- Energetic, enthusiastic, flexible, and creative.
- Good sense of humor.
- Background Check – acceptable results of full background check.

**Salary/Benefits:** Negotiable depending on education and experience.

**Application Process:** Applicants should submit a cover letter, Saint George’s School application (required-see [www.sgs.org](http://www.sgs.org)), resume, transcripts, and at least two letters of recommendation to:

Elizabeth Tender  
Registrar and Administrative Assistant to Head of School  
Saint George’s School  
2929 West Waikiki Road  
Spokane WA 99208

**Timeline: Applications are due by June 27, 2016. Job responsibilities scheduled to begin July 2016.**