

CHANDLER PART-TIME ADMINISTRATIVE ASSISTANT

WHO WE ARE!

Brightmont Academy is an accredited private school. Our mission is to provide customized one-to-one instruction to help as many students as possible reach their full academic potential and prepare for college and career. For over 15 years Brightmont has helped more than 2,500 students in grades K-12 achieve academic success. We currently have 11 campuses located in Arizona, Michigan, Minnesota, Missouri and Washington. Brightmont Academy is a division of Apex Learning, the leading provider of blended and virtual learning solutions to the nation's schools. Apex Learning supports Brightmont through access to a high-quality digital curriculum and other educational support services that benefit Brightmont students.

HOW WE DO IT!

Brightmont Academy provides one-to-one instruction where one experienced teacher works with one student throughout every learning session. Teachers customize pace, instructional materials, and feedback according to each student's needs, goals, and learning style. In this research-based approach, the teacher focuses on developing the academic and study skills a student needs to be a successful learner. Enrollment options include full-time to earn a high school diploma, individual course for credit, or tutoring for all K-12 subjects, study skills, and test prep. Through our commitment to the one-to-one approach, the experience and nurturing of our team, and our supportive campus learning environment, Brightmont students want to come to school, improve academically and gain a belief in their ability to succeed.

POSITION SUMMARY

The Administrative Assistant is responsible for assisting the Campus Director with general administrative duties involved in running the Brightmont Academy campus. This position will work directly with staff and interact with students and parents to ensure overall organization in the campus.

RESPONSIBILITIES

- Act as the first point of contact for students, parents and visitors. Direct inquiries to the appropriate person.
- Answer phones and direct to the appropriate person.
- Tracks and maintains office and marketing supplies.
- Orders supplies as needed.
- Data entry in Salesforce.com and other systems as assigned.
- Prepare general correspondence and mailings as needed.
- Updating student and staff documentation.
- Assist with new hire on-boarding.
- General office filing.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree preferred or in the process of completing a degree program.
- 1-2 years' experience in an administrative role.
- Must be able to interact and communicate professionally and concisely to fellow staff, students and parents.
- Excellent oral and written communication skills.
- Ability to work with data and information to do standard reporting calculations.
- Experience with MS Office and web based systems; must be able to use with minimal training or direction.
- Excellent attention to detail.
- Must be able to complete assigned data entry tasks efficiently and accurately.
- Ability to be flexible with schedule on occasion.
- Regular and predictable attendance.
- Ability to pass a pre-employment background check.
- Ability to pass a Social Security Administration E-Verify check for U.S. work authorization.

HOW TO APPLY: We'd love to hear from you! Please submit your resume and cover letter in a single Word or PDF file via our careers portal, found at: <http://www.brightmontacademy.com/about-us/career-opportunities/>