



OPERATIONS ASSISTANT

The Operations Assistant is responsible for the smooth operation of the Academy's front office. The position will be a professional and friendly first point of contact for scholars, families and faculty, and will assist the Operations Manager. This position reports to the Operations Manager. Applicants should send a cover letter and a resume to hr@seacoastclassical.org. The hourly pay depends on experience and qualifications.

Qualifications:

- High School Diploma or equivalent
- Understands and is committed to the Mission, Vision and Virtues of the Academy
- Embraces classical liberal-arts education, rooted in the Western tradition
- An organized, well-rounded, engaging individual with the ability to interact joyfully with scholars, families, and colleagues
- Possesses excellent interpersonal and communication skills, and organizational and multitasking skills
- Knowledge of Google G-Suite (Docs, Sheets, Slides etc.)
- Preferred Qualification: Proficiency in Alma or another student Information systems

Duties:

- Welcome and assist scholars, families, and visitors at the front desk, providing exceptional customer service and support.
- Answer and direct telephone calls, responding to inquiries from families, staff, and community members.
- Maintain the academy's Student Information System (SIS) and other portals, ensuring accurate and up-to-date student records.
- Coordinate and maintain the academy's activity and events calendar to ensure accurate scheduling and communication.
- Support the school nurse by maintaining and monitoring daily student attendance records.
- Assist the Operations Manager with state reporting requirements and data submissions to the New Hampshire Department of Education (NH DOE).
- Coordinate and support academy marketing efforts through social media management and content creation.
- Create and distribute the Academy yearbook
- Any other duties as assigned by the Operations Manager or Assistant Head of School