

Preschool Administrative Assistant

Congregational Preschool
La Crosse, WI

Position Summary

Congregational Preschool seeks applicants for the position of Preschool Administrative Assistant for 20 hours per week during the school year and limited, flexible hours during the summer when school is not in session. The Administrative Assistant's role is to coordinate daily operation of the main office and perform routine clerical and administrative functions, such as drafting correspondence, scheduling tours and appointments, organizing and maintaining records, and providing general information to students' families and visitors. The Administrative Assistant will assist the Preschool Director and staff in a variety of tasks that pertain to the efficiency of the preschool. Congregational Preschool is an Equal Opportunity Employer (EOE).

School Background

Congregational Preschool is a state-licensed, secular, non-profit preschool in La Crosse, Wisconsin. Congregational Preschool opened in 1962 with the philosophy of providing young children an inclusive environment that nurtures the varied experiences, natural curiosity, and abundant creativity inherent in every child. Our teachers are dedicated to enhancing our preschoolers' cognitive, linguistic, social, emotional, physical and creative development through integral learning experiences.

Job Responsibilities and Duties

- Utilize flexibility and a positive attitude to bring excitement and passion for working in a preschool setting.
- Function as an integral part of the office staff, with a focus on being team-oriented and on problem-solving.
- Respond to phone calls and emails
- Faxing, mailing, copying, etc.
- Maintain student files
- Manage new hire paperwork
- Assist the Director with annual student registration

Required Qualifications

- High School Diploma or GED
- Minimum of one-year experience in an administrative assistant role
- Proficiency in computer and technology usage, including Microsoft Office applications (Word, Excel, PowerPoint, etc.) and/or Google Suite applications (Docs, Sheets, Slides, etc.)

- Completion of a background check upon hiring.

Preferred Qualifications

- Associate's or Bachelor's Degree
- 1 year of experience in an administrative assistant role in a school setting

Apply

The application deadline is **Monday, March 22nd**. Please email your resume and contact information for 3 professional references (name, email, phone number, and relationship to you) to congregationalpreschool@gmail.com