

HIGH SCHOOL ADMINISTRATIVE ASSISTANT POSITION

Part-time or full-time position starting August, 2021



[Sequoiah School](#), an independent school founded in Pasadena, California in 1958, opened an innovative high school program in September of 2016. As an extension of our K-8 program, students are guided through the deep intellectual exploration of content following a student-centered, project-based pedagogy that offers relevant contexts for exploration and opportunities for application. Furthermore, the high school program builds upon the changemaking work practiced in the K-8 program by offering a program for [Social Innovation](#). Sequoyah faculty help facilitate student teams that explore issues in the community via a design thinking process that encourages teachers and students to get off campus and spend time interacting with community members and organizations.

We are currently accepting applications for the 2021-2022 school year.

Position responsibilities include, but are not limited to:

- Attendance – manage attendance and records
- Calendars – manage master calendar and other calendars
- Communication – manage weekly events update emails to students, parents, and staff; manage online resources
- Administrative records & follow-up – keep records organized; help with follow-up with action items
- Scheduling – support scheduling needs for administrative staff, including field trips/permission slips
- Visitors – oversee guest visits
- Purchases – support staff purchases and coordinate with business office
- Events – support Director of Events with logistics, including matters related to senior events and graduation.

We are seeking candidates who:

- Have a commitment to equity and inclusion
- Have experience as an administrative assistant
- Have demonstrated success as a collaborator on an administrative team
- Strong organizational and workflow management skills
- Well-developed professional communication and interpersonal skills
- Ability to work independently
- Demonstrate history of collaborative work on diverse teams
- An interest in and openness to professional development

To apply, interested candidates should send a résumé and cover letter to hsrecruitment@sequoyahschool.org.

Sequoiah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits. For more information about Sequoyah School and our hiring process, please see our website at sequoyahschool.org.