



POSITION POSTING

Job Title: Administrative Assistant
Date Last Revised: August 2020
Reports to: Duncan Health Center Director
Essential Personnel: No

Department: Duncan Health Center
FLSA: NON-EXEMPT
Employment Category: Staff
Benefits: Yes

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others— all so that we can go far together.

Summary

Assists in the daily operations of the Health Center and Counseling Office to promote the optimal level of organization and coordination of health and counseling services for the students of The Governor's Academy.

Essential Duties and Responsibilities

- Answer telephone and direct calls to appropriate person(s). Serves as an informational resource for non-clinical information for students, parents, staff, and faculty.
- Coordinate and keep records of health related appointments both on and off campus.
- Record student activity/absences in Reach and Magnus EMR.
- Communicate with other departments to maintain day to day functioning of The Health Center.
- Assists in preparation of all health related forms and coordinates student mailings.
- Assist Health Center Director and Counseling Office Director with yearly budget preparation and submission.
- Order all non-medical supplies.
- Submit all Health/Counseling Office work orders with the Facilities department.
- Develop monthly statements of student charges to be applied to student Smart Card accounts.
- Coordinate and process necessary insurance forms for students carrying school insurance.
- Participates in miscellaneous functions to assist in the operation of The Health Center.
- Process all vendor invoices for payment through PaperSave electronic program.
- Monitors and facilitates Counseling Office scheduling.

- Is prompt and efficient with minimal absences.

Qualifications and Skills Required for the Position:

- Bachelor's degree preferred. 3-5 years experience working in a fast-paced institution/professional setting.
- Prior experience working in a medical office is desirable. Independent school experience is a plus.
- Strong Google Suite and Microsoft Office Suite skills
- Must be well organized and highly detailed oriented, with an eye for accuracy and consistency.
- Must be capable of dealing with multiple responsibilities at once, with the ability to prioritize and meet deadlines.
- Should possess excellent communication and customer service skills.
- Familiarity with electronic medical records systems like Magnus.
- Ability to troubleshoot and take appropriate steps to resolve issues.
- A strong work ethic and the ability to handle difficult situations with grace and a sense of humor.
- Absolute confidentiality, professionalism, and discretion required.
- Ability to deal effectively with a wide range of individuals within and outside of the school.
- Be proactive, creative and have a high level of energy and enthusiasm.
- Commitment to adopting best practices and operational efficiency.
- Commitment to the mission and goals of The Governor's Academy.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- A demonstrated interest in social justice, equity, diversity and inclusion work.
- Participates in professional development as related to justice, equity, diversity and inclusion work.
- Successful completion of a criminal records background investigation.

Supervision Received: Director of the Duncan Health and Wellness Center

Hours: Monday - Friday 7:30am - 3:00pm during the academic year. Reduced and limited summer hours.

Physical Demands:

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting, and standing
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment
- The Academy is a non-smoking campus

To Apply

To apply for the Administrative Assistant position, please click [here](#).

Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.