



Hillsdale Academy

VIRTUS ET SAPIENTIA

HILLSDALE COLLEGE

Hillsdale Academy, in Hillsdale, MI, is receiving applications for a receptionist/administrative aide position to begin the 2024-25 school year. Hillsdale Academy is a private, classical Christian K-12 school located on the campus of Hillsdale College. Hillsdale Academy is a mature and vibrant school with a strong student, faculty, and staff culture. As an extension of Hillsdale College's commitment to American classical K-12 education, Hillsdale Academy serves as an exemplar and resource for classical schools nationwide. More information about the school may be found at academy.hillsdale.edu. Interested candidates should complete the [online application](#) and send a cover letter and resume as soon as possible to Headmaster Mike Roberts at mroberts@hillsdale.edu.

JOB DESCRIPTION

Position Title: Receptionist/Administrative Aide

Reports To: Academy Headmaster

Exempt: No

Department: Hillsdale Academy

Job Summary:

This position is part of a three-person Administrative Aide team who collaborates, and communicates to support the administration, teachers, students, and parents of Hillsdale Academy. They are the central hub for communication and daily activity.

Essential Job Functions:

1. Greet and monitor all people going in and out of the building. This includes managing the front door buzzer system for visitors. Issue nametags for guests.
2. Answer external and internal phone calls and emails, deliver accurate messages, screen calls, and follow up accordingly.
3. Track and record daily attendance and discipline. Manage sign-in and sign out form.
4. Send daily email communication to faculty and staff regarding attendance, events, and other important information.
5. Generate maintenance work orders. Work with custodial staff on building and event needs.
6. Administer basic first aid to students. Assess illness and injuries and communicate concerns with parents.
7. Complete weekly Health Department disease reports.
8. Collect money and forms for events and activities.
9. Create itineraries for visiting teachers, schools, and donors, and assist with hosting.
10. Maintain visitor log and notes.
11. Maintain files and records in front office.
12. Send, sort and distribute Academy mail.
13. Manage the Lost & Found items.
14. Maintain a corporate MasterCard.
15. Assist with textbook repair and troubleshoot and repair school/office equipment.
16. Communicate with College offices and work closely with K12 Office
17. Help coordinate and schedule meetings for the Headmaster
18. Help review and edit documents and letters



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19. Assist the Assistant Headmaster with coordination of the tutoring program
20. Generate chapel programs and oversee set-up.
21. Work with other administrative aides on projects

Individual must possess such knowledge, skills and abilities or to be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation using some other combination of skills and abilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Must possess good interpersonal and communication skills in dealing with people on the phone and in person.
2. Possess sound judgment and maturity.
3. Knowledge of essential office practices.
4. Ability to understand and follow oral and written instructions and to effectively express ideas orally and in writing.
5. Possess excellent writing, vocabulary, and grammar skills.
6. Possess good organizational skills.
7. Knowledge of basic office machines.
8. Ability to handle multi-task workload.
9. Knowledge of essential computer software and application
10. Must be flexible.

PERSONAL CHARACTERISTICS:

The Academy interacts with College staff, parents, and students. A clean and neat appearance and a pleasant relationship that is supportive of the Academy Mission is essential. This relationship needs to be pleasant, supportive, and professional, while maintaining confidentiality as needed.

CODE OF COMMITMENT:

Be a good representative of Hillsdale College to promote the liberal arts, the College's original Articles of Association and operating principles stated in the Staff Code of Commitment. The Mission Statement should be considered in all aspects of the position.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma, office and data entry experience, or an equivalent combination of education, training, or experience, which fulfills the needs of the Academy.