

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Office Manager - Harbour View Campus
DEPARTMENT: Lower School – Harbour View Campus
REPORTS TO: Head of Lower School – Harbour View Campus
FLSA: Full-time, Non-exempt
TERM: 12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 170 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the direction of and in cooperation with the Head of Lower School – Harbour View campus, the Office Manager for the Harbour View campus will be responsible for the day-to-day front office administrative duties, including daily interaction with students, parents, visitors and school administrators. This individual will be required to conduct tours of the campus with prospective families, as needed, and will be the face of the Harbour View campus working closely with the Head of Lower School at the Harbour View campus. This position will set a positive tone of mutual respect, a strong work ethic and promote excellence in a student-centered environment necessary to accomplish the school's mission.

Essential Functions:

- Manage the reception area to ensure effective communication with all visitors, students, faculty, staff and school administrators in a professional and courteous manner;
- Handle all telephone communication in a professional and courteous manner, and assist with all mailings;
- Assist with student check-in for late arrivals, early dismissals or other requested information, as needed;
- Coordinate substitute teachers and/or class covers, as needed;
- Assist with the preparation of correspondence for Head of Lower School – Harbour View campus;
- Assist with the coordination of field trips in conjunction with Health Clinic staff and Director of Transportation;
- Assist students that visit the Harbour View clinic and provide medication administration;
- Collaborate with other Division Office Managers and the Director of Communication and Public Relations pertaining to summer mailing and other school-wide communication needs;
- Maintain precise record keeping of student attendance, dismissals and tardiness;
- Maintain precise attendance records for faculty and staff at the Harbour View campus and submit payroll reports to the Business Office;
- Monitor and update Harbour View campus calendar of events and collaborate with key personnel to ensure accuracy of posted events;
- Prepare and effectively communicate daily announcements;
- Perform registrar duties at the Harbour View campus and enroll students in classrooms;
- Process transfer record requests from past Harbour View campus students;

- Maintain inventory of office supplies and place orders, as needed;
- Coordinate all administrative activities under the direction of the Head of Lower School - Harbour View campus;
- Direct and ensure that all maintenance and housekeeping needs of the campus are addressed and completed by custodial staff;
- Support a nurturing, compassionate and welcoming environment for all students, faculty, staff and parents as well as prospective families at the Harbour View campus;
- Support the Head of Lower School – Harbour View campus with the many details of school life to ensure operational effectiveness in terms of policy and procedure development, scheduling, curriculum oversight and development, and extra and co-curricular programs and activities;
- Participate, as needed, in special department projects;
- Maintain a high level of visibility at student, parent, and faculty activities and foster relationships within the NSA and North Suffolk communities;
- Assist the Office of Admissions with continued recruitment and retention of students enrolled at the Harbour View campus and assist with tours, as needed, with prospective families;
- Collaborate regularly with the Head of Lower School – Harbour View campus and other Division Heads, as needed, regarding school related initiatives and projects;
- Attend required evening and weekend events pertaining to various school-related events, which may pertain to the Harbour View or Main campuses of Nansemond-Suffolk Academy.
- Perform other duties as assigned by the Head of Lower School – Harbour View campus.

Required Education/Background:

- A bachelor's degree from an accredited College or University.
- 5-10 years of proven administrative experience in a school setting, preferably an independent school setting.
- Administer first aid and prescription medication to students for the purpose of providing necessary care in compliance with school policies. Individual must maintain Medication Administration (MAT) certification (training is available for certification).

Required Skills:

- Excellent oral and written communication skills and attention to details
- Self directed with the ability to work independently under limited supervision
- Professional appearance and demeanor
- Strong work ethic
- Must practice and maintain confidentiality and discretion at all times
- Ability to multi-task effectively in a fast-paced environment and meet deadlines
- Demonstrated experience using Excel, Word, PowerPoint and Google Educational Apps, and Blackbaud preferred

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.