



The American International School • Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, Austria

t. +43 1 40 13 20
f. +43 1 40 13 25
info@ais.at | www.ais.at

ADMINISTRATIVE ASSISTANT TO THE MIDDLE SCHOOL PRINCIPAL (m/f)

JOB GOAL

The MS Administrative Assistant position is a full-time position responsible for providing administrative support in planning coordinating, organizing, implementing and communicating information regarding all programs and support services in the Middle School.

SKILLS AND QUALIFICATIONS REQUIRED

- Post-secondary education in a discipline relevant to school or office administration
- At least 2-3 years of progressive work experience in an administrative position; preferably in an international environment
- Fluency in both verbal and written English and German
- Proficiency in computer software programs such as Microsoft Office suite and Google suite. Knowledge of web-based applications such as Veracross and PowerSchool Learning are an advantage
- Experience in working with youth from ages 11-14 years
- Excellent communication, interpersonal as well as organizational skills
- Ability to work amicably in a multicultural environment with sensitivity and respect for diversity
- Ability to handle highly confidential matters with discretion
- Ability to use initiative in determining work priorities
- Ability to work under pressure
- Ability to work on a team
- Tactful, cheerful and stress resilient

KEY ROLES

Assist the MS Principal with the following tasks:

- Keep track of students' daily attendance
- Create MS master schedule
- Prepare schedules for current/new students
- Update student schedule on the AIS website
- Prepare announcements for the MS Daily Bulletin and School Scoops
- Send daily announcements to MS faculty & Non-teaching staff and post on the AIS website
- Order MS school supplies
- Schedule appointments/meetings
- Update the MS daily planner (negotiate a contract with the publisher)
- Co-ordinate with the Facilities Manager regarding minor/major repair projects
- Communicate with the maintenance crew and cleaning ladies
- Screen and answer telephone/email enquiries
- Assign locker/locks and student daily planner
- Establish new files and discarding those that are no longer required
- Oversee teachers' lunch duty sign-up

In addition to working with the MS Principal, the Administrative Assistant provides assistance to the following:

MS Counselor & Resource Teacher

- Assist in organizing Parent Alliance Meeting/Workshops
- Assisting with 5th Grade and 8th Grade Transitions
- Generate/prepare progress and grade reports
- Contact students for counseling appointments

MS Teachers

- Assist new teachers in induction as they transition to a new environment
- Proofread (grade reports) narrative comments to ensure accuracy e.g. spelling, punctuation, and syntax

MS Parents/Students

- Send mass communication emails for MS parent representatives
- Relay messages to students
- Attend and respond to students' enquiries

MS EVENT - ORGANIZATIONAL RESPONSIBILITIES

The MS Administrative Assistant is responsible for organizing five MS major events namely:

1. New Student Orientation
 2. Open House
 3. Parent-Teacher Conferences
 4. Student-Led Conferences
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- Coordinate/liaise with the Events Office to ascertain requirements
 - Prepare *AIS 10 Step Booking Form* highlighting the facility requirements for the event e.g. date, venues, catering service, security, parking, safety, technology, program and planning room layout

ALL-SCHOOL RESPONSIBILITY

- Contact subs to ensure their availability
- Update sub list on the AIS website utilizing Google docs
- Fire drill sweeper

REPORTS TO

The MS Administrative Assistant reports to and regularly consults with the MS Principal for satisfactory completion of the tasks

INTERACTS WITH

Parents, students, teachers, administrators and school community

SUPERVISES

NA

PERFORMANCE EVALUATION

Evaluation by the MS Principal

TERMS AND CONDITIONS

- Full-time position (40 hours/week)
- Annual gross salary will be 35,190 EURO

The successful candidate will be subject to confirmation of the Austrian background check. It is the applicant's responsibility to ensure they are legally able to work in Austria. AIS Vienna is not able to assist with any residence/work permits.

We are seeking someone available to start by August 1, 2019.

TO APPLY

Please email a cover letter and resume, along with copies of your passport and residence/work permit (for non-EU citizens) to HR@ais.at. Note that this information must be in a single PDF. Please indicate "Administrative Assistant to the MS Principal" in the subject line and include where/how you found this posting. We only accept electronic applications.

Interviews will be held the week of June 3, 2019.