



THE
MERIDIAN
SCHOOL

Administrative Associate

Position Type	Full
Status	Non-Exempt
Salary	DOE
Start Date	March 1, 2019 or earlier

ABOUT MERIDIAN

Founded in 1976, The Meridian School is an independent, co-ed elementary school (K-5), located in the historic Good Shepherd Center in Seattle's Wallingford neighborhood. The Meridian School is a place where the joy of childhood infuses the excitement of learning. By integrating curriculum, citizenship, and community, we provide the foundation for well-rounded students.

Committed to developing global citizens in an equitable and inclusive culture, Meridian promotes diversity of thought and identity and actively seeks dedicated and engaged culturally competent faculty and staff from diverse backgrounds.

OUR MISSION

The Meridian School promotes a balance of mind and heart, of contemplation and action, of individuality and a commitment to the community.

DESCRIPTIONS OF BASIC FUNCTIONS AND RESPONSIBILITIES

- Support the Main Office Coordinator and the Admissions and Administrative Manager in answering phones, customer service, and student care
- Work in conjunction with the Admissions and Administrative Manager on all communication and database maintenance
- Assist all senior administrative staff on a daily and weekly basis
- Help with all other administrative related duties as needed
- Understand and support the school's mission through professional conduct and actions which demonstrate the core values and philosophy of the organization

JOB REQUIREMENTS

- Bachelor's degree (B.A. or B.S.) preferred
- Willingness to be very flexible and support in whatever capacity needed
- Strong organizational skills and comfort with coordinating logistics and multi-tasking
- Strong interest in school admissions, marketing and communications

- Excellent written, oral and digital communication skills, including the ability to compile and analyze complex data, draft formal documents and presentations, as well as produce comprehensive reports
- Experience with Microsoft Office Suite and Google Apps (mail, calendar, drive, docs etc) is required, experience with WordPress and school databases is a plus
- May be required to lift more than 30 pounds, work at a desk, move chairs and tables, stand for long periods of time
- Must have a valid WA driver's license and be willing to drive Meridian vehicles for work related tasks

The Meridian School is an equal opportunity employer seeking a culturally diverse workplace and does not discriminate against age, sex, sexual orientation, gender expression, gender identity, race/color, ethnicity, national origin, creed, veteran or marital status, disability, or any other category protected by federal, state, or local law.

Visit our website at www.meridianschool.edu.

Interested candidates are invited to email a cover letter and resume including references to:

employment@meridianschool.edu

Re: Administrative Associate