

**Lower Division Administrative Assistant**  
Berkeley Preparatory School  
Tampa, FL

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Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and myriad co-curricular opportunities.

**Lower Division Administrative Assistant**

Berkeley Preparatory School is seeking a full-time Administrative Assistant to work in the Lower Division for the 2023-2024 school year. This position will start September 2023 and is a 12-month position.

**Requirements:**

- Strong organizational and interpersonal skills
- Ability to maintain confidential and sensitive information
- Work as part of a team assisting other employees as needed
- Ability to multitask in a fast-paced environment while maintaining a calm and respectful demeanor
- Excellent oral and written communication skills
- Proficiency in Google Docs and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Blackbaud database experience (preferred, not required)
- Familiarity with calendar management
- Ability to manage daily attendance and after-school club program registration process
- Ability to support various operations of the division including field trips, orders, special events, etc.
- Other duties as directed by Administration
- Office experience required, school experience preferred

Candidates must show a strong willingness to receive feedback regularly, grow professionally, significantly contribute to the life of the school, and will be eager to work in a culturally and ethnically diverse environment.

**Compensation and Benefits:**

The appointment will begin September 2023 and is a full-time position with full benefits.

**Interested Persons should send a resume and detailed cover letter to:**

Andrea Smith

Business Office Operational Assistant

Berkeley Preparatory School

[careers@berkeleyprep.org](mailto:careers@berkeleyprep.org)

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School- administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

