

Auxiliary Programs Associate

Berkeley Preparatory School
Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

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 enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Auxiliary Programs Associate:

As an important member of the Business Office Team the Auxiliary Programs Associate, having established trusted partnerships with essential school leaders will provide critical support to the many auxiliary programs integral to the Berkeley Preparatory School community, especially our highly desired Summer Programs, long considered Berkeley's "Fourth Division". This position is a year-round, full-time position and offers countless opportunities to gain experience in a professional work environment, be exposed to all aspects of Berkeley's operations under great leadership and enjoy the many excellent employee benefits provided to all employees. The successful candidate will have excellent customer service skills, display a growth mindset, and consistently demonstrate a positive approach to the various opportunities that exist in the role.

The duties and responsibilities outlined below are representative of those that must be met by an employee to successfully perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their duties.

Essential Duties and Responsibilities:

- Gain intimate knowledge of all summer offerings so that parent questions can be accurately and confidently addressed, ensuring appropriate and satisfied enrollment decisions
- Assign campus resources efficiently, effectively, and accurately working closely with the Director of Auxiliary Operations
- Oversee the onboarding of seasonal employees and volunteers, ensuring documentation for all required screenings is current and accurate
- Provide summer camp directors with detailed, accurate, and up-to-date information as needed
- Support the manager of Berkeley's on-campus retail store, the Treasure Cove, with customer order fulfillment, purchasing, and billing

Qualifications:

- Bachelor's degree OR 3+ years professional office work experience
- Exceptional written and verbal communication skills
- Excellent time management skills
- Familiarity with Microsoft Office Suite software
- Ability to quickly learn industry specific software
- Calm and focused work under pressure

Compensation and Benefits:

The appointment will begin as soon as possible, and is a full-time, non-exempt position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:

Select [here](#) to apply now.

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, 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.