



School Administrative Assistant

Opening for the 2025-2026

Begins Summer 2025, could start in Spring 2025 for the right candidate

About University School of the Lowcountry

University School of the Lowcountry (USL), an independent school serving approximately 80 students in grades 3–12, engages students in a variety of forward-thinking educational and service opportunities both in and outside of the classroom. The school challenges students in age-appropriate ways to excel academically while growing in emotional intelligence in a culture that teaches the importance of citizenship. USL's curriculum and its school culture prepare students to be scholars, leaders, and global citizens of the future.

Position Overview:

The Administrative Assistant is a critical role in the life of USL. The person in this role establishes the welcoming environment that is a key part of USL's culture and also provides administrative support to the Head of School as well as the Directors and Faculty of the three divisions: Intermediate School, Middle School, and Upper School.

An ideal candidate for this job cares deeply about working with faculty, students, and their families and also demonstrates a strong ability to organize, plan, and help others. This job requires a can-do attitude, a commitment to teamwork, patience, empathy, and flexibility.

This position has many responsibilities. An ability to juggle, prioritize, and roll with the punches is essential to the Administrative Assistant. This allows them to do the job well, enjoy the position, and have positive effect on our teachers, students, and families. The Administrative Assistant is the face of the school, so a deep commitment to communication, collaboration and community has a profound and positive impact.

The Administrative Responsibilities

Communication

- Performs general office duties including answering emails & phone calls, greeting visitors, and sorting and handling mail.
- Prepares weekly reminder emails for students, faculty, and parents/guardians

Record keeping

- Records daily student attendance, including late arrivals and early dismissals
- Organizes, maintains and posts web-based school calendar
- Prepares, updates, and posts information across campus
- Gathers end-of-quarter student evaluations from faculty, then compile and disseminate
- Maintains substitute folders, class lists, and grade reports

Caretaking

- Collects, records, and organizes important student medical information.
- Distributes required medication and as-needed medications.
- Performs basic medical triage and documentation as needed. Supported by our two faculty members who are certified Red Cross instructors.

Managerial

- Maintains and replenishes offices supplies as well as other supplies approved by leadership
- Collaborates with the administrative team to plan and execute summer activities, school supply lists, orientations, the first day of school, back-to-school nights, parent/guardian-teacher conferences, parent/guardian luncheons, special activity days, and graduations
- Assists in the oversight of various yearly projects, including delegating responsibilities and keeping tabs on others, including art projects, participation in festivals by the school, etc.
- Serves as the liaison to the parent committees and their projects.
- Provides administrative support for the Head of School and divisional directors

Qualification Requirements:

- Associates degree required, bachelor's degree preferred
- Relevant administrative experience
- Excellent written and verbal skills via phone, email, and in-person
- Proficiency in Microsoft Office, Excel, Google Workspace, as well as a willingness to learn new technology (our school administrative platform, FACTS), as needed
- Demonstrates attention to detail and strong organizational skills
- Demonstrates sensitivity and cultural competency with families, colleagues, and the public
- Maintains cordial, flexible, and professional relationships with colleagues and parents
- Demonstrates an ability to work independently
- Supports USL's mission statement to nurture and inspire students of high intellectual potential

Hours and Compensation:

- This is a full-time, twelve-month position, Monday through Friday. The requirements and pace differ during two distinct periods: August-May and June-July.
- Standard yearly schedule (approximate):
 - A. August 1st through May 30th – 5 days/week
The Administrative Assistant needs to be at school from 7:30 a.m. to 3:30 p.m. and occasionally participate in special events after school and on the weekend.
Standard school holidays included (Thanksgiving Break, Winter Break, Spring Break, etc.)
 - B. June 1st through July 31st – (15 hours/week)
- The yearly salary depends on the candidate's education, skills, and work experience.

About University School of the Lowcountry

Core Values

We develop discerning smart students by learning first-hand from experts about a range of topics outside the classroom.

We foster leadership by providing opportunities to lead.

We create a caring and inclusive environment by embracing diverse perspectives and individuals.

We nurture compassionate and responsible students by serving our neighbors and community organizations.

We encourage wellness through multi-faceted principles that promote student development and resiliency.

Insights into University School's Faculty/Staff

University School attracts the best teachers, hiring those who succeed because of their drive, optimism, insight, curiosity, and ability. Their enthusiasm is contagious. Actively fostering a culture of learning is what makes a great school. Our exceptional teachers and their high expectations foster an environment where our students succeed. Our dedicated faculty have the highest expectations for each other and each student in all areas of their development: intellectually, physically, emotionally, ethically, and socially.

University School features a supportive and warm environment for teachers. Faculty are treated like professionals and are respected and shown proper gratitude by students and families. Teachers have wide latitude to teach and select curriculum materials to engage their students, and guidance comes from the Head of School (who is also a teacher), fellow department members and teachers, and best practices from national associations for the various disciplines. The Faculty hold themselves to high standards for inspiring and challenging their students within an environment of mutual care and concern.

University School is a community where relationships are pivotal to learning. As such, the personal qualities of this candidate are vital. These include being a supportive, engaged, and flexible role model who demonstrates both a sense of humor and an infectious enthusiasm for working with students. The candidate should also be comfortable guiding students in developing positive relationships with others who are older and younger. He or she must also be able to work effectively with others in a spirit of collegiality and understand that teaching is a moral act.

We are devoted to the professional and personal development of our faculty/staff. University School teachers are certified in American Red Cross CPR/AED and have completed Darkness to Light's Stewards of Children sexual abuse prevention program.

The South Carolina Independent School Association (SCISA) has recognized our faculty and staff: Head of School of the Year (2013), Middle School Teacher of the Year (2018), Elementary School Teacher of the Year (2020), and High School Teacher of the Year (2023, 2021), Middle School Math Teacher of the Year (2023).

Interested in Applying / Learning More?

University School offers a competitive salary that is commensurate with skills and experiences.

Please contact directly by email only to the Head of School, Jason Kreutner (jkreutner@uslowcountry.org).

For more information, or to apply now, please go to the website below.

<https://uslowcountry.org/about/employment/>

University School of the Lowcountry is committed to its growth as an institution that welcomes and values a diversified school community. The school does not discriminate on the basis of race, national or ethnic origin, religion, economic background, or any other classification protected by law in the administration of its educational policies, financial assistance policies, or any other school policy or program.