

# Job Description

**Job Title:** Administrative Assistant to the Director of Residential Life

**Job Overview:**

The Administrative Assistant for the Residential Life Department at St. Johnsbury Academy Jeju provides pivotal support to the Director of Residential Life and the boarding program. The Assistant plays a vital role in the effective functioning of the residential community, which houses a diverse range of Korean and international students. The successful candidate will have strong administrative skills, the ability to handle confidential information with discretion, and a deep commitment to building and maintaining a supportive environment for our boarding students and proctors.

**Responsibilities:**

- **Administrative Support:**
    - Manage the Director's calendar, schedule appointments, and coordinate meetings.
    - Assist with organizing and executing boarding program events and activities.
  - **Team Collaboration:**
    - Foster a collaborative working relationship with various departments within SJA Jeju, including Faculties and Operations.
    - Liaise with external service providers as required to further the objectives of the boarding program.
    - Provide vital assistance to the Residential Life Counselors, Head Proctors, and Proctors under the direction of the Director of Residential Life.
  - **Communication:**
    - Serve as the first point of contact for parents, students, and staff on residential life matters.
    - Field inquiries and provide accurate information promptly.
    - Maintain effective communication with all stakeholders.
  - **Documentation and Record Keeping:**
    - Ensure accurate record-keeping for student files, including health records, permission slips, and other relevant documents.
    - Prepare reports as required by the Director of Residential Life.
  - **Weekend Program and Leave Coordination:**
    - Assist in planning and coordinating the weekend program for students in the dormitory.
    - Manage weekend leave requests from parents, ensuring all paperwork is accurately completed and recorded.
- \*Occasional weekend work may be required.**
- **Policy Enforcement:**
    - Support enforcing dormitory rules and regulations.
    - Contribute to maintaining a safe and conducive living and learning environment.
  - **Budgeting and Inventory:**
    - Assist in tracking the department's budget.

- Maintain inventory of supplies and coordinate procurement when necessary.
- **Transportation and Driving:**
  - Coordinate transportation arrangements for students as needed.
  - Drive students to appointments or events as required.
- **Other Duties:**
  - Undertake any additional tasks assigned by the Director of Residential Life.

**Qualifications:**

- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time-management skills.
- Strong communication skills in both English and Korean (written and verbal).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Ability to work independently and as part of a team.
- Flexibility to handle a variety of tasks and responsibilities.
- **Must have a valid Korean driver's license and be willing to drive for work-related tasks.**

**Preferred Qualifications:**

- Experience in an educational setting, particularly in residential life or student services.
- Knowledge of additional languages is a plus.