**Job Title:** Administrative Assistant, Dean’s Office

**Start Date:** Immediate Hire

**ABOUT CRISTO REY NEW YORK HIGH SCHOOL**

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

* CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis.*
* CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
* CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students’ families and the outside community.
* CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

**POSITION SUMMARY**

Join a mission-driven, talented, and dedicated team which values its community of learners. The **Administrative Assistant position** is a vital part of the school community. This position is responsible for supporting faculty and staff.

**POSITION RESPONSIBILITIES**

* Oversees school activities during and after school.
* Manages and tracks student attendance.
* Supervises lunch and halls at transition points, ensuring students are getting to class.
* Assists in administering the school’s student discipline and supervising detention.
* Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
* Carry out other tasks as assigned by the Dean, Assistant Dean and/or Principal.

**POSITION QUALIFICATIONS**

* **High School Diploma required; bachelor’s degree preferred.**
* **At least 3 years of experience directly related to the duties and responsibilities specified.**
* **Knowledge of academic administrative principles and procedures.**
* **Experience working directly with adolescents, preferably in a school-based environment preferred.**
* **Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.**
* **Record maintenance skills**
* **Database management skills.**
* **Bilingual (English/Spanish), preferred.**
* COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

**COMPENSATION**

Salary Range: $46,000 – $51,000

New hires are typically brought into the organization at a salary closer to the start of the range depending on education, qualifications, years of experience, internal equity, and the budgeted amount for the role.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage, and a retirement plan with a matching contribution.

**HOW TO APPLY**

Please send a cover letter, resume, and list of 3 professional references by email to Ms. Rosanjela Batista at [employment@cristoreyny.org](mailto:employment@cristoreyny.org).

Applications will be considered until the position is filled.

**For more information about Cristo Rey New York High School, visit** [www.cristoreyny.org](http://www.cristoreyny.org)

*This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.*

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.