



Weekend Adult on Duty (Temporary/Part-Time)

Madeira is seeking a part-time, temporary Weekend Adult on Duty to join the Dean of Students Office. The Madeira School is one of the country's premier girls boarding/day schools with a century of serving the needs of a wide variety of young women from around the country and the world. Located just outside of Washington, DC, on the banks of the Potomac River, in McLean, VA, Madeira enrolls 320 students in grades 9-12.

Responsibilities include:

- Reviews, manages, and approves transportation, outing, guest requests, etc. after permissions have been obtained from parents
- Supports and fosters an inclusive student environment which values both differences and similarities; provides a safe space for the student community
- Handles, coordinates, and operates planned and unplanned events and needs of students, parents and staff; coordinates with Health Center to facilitate communication with parents
- Provides administrative support (i.e., filing, answering telephones, faxing, etc.) to Dean of Students and others within the Dean of Students Office
- Coordinates travel for students
- Communicates respectfully with a diverse community that includes using bilingual language skills in management of students from diverse countries
- Serves as a liaison between the School students, parents, and other administrative offices
- Provides guidance, gives detailed information, and answers questions regarding Dean of Student office policies/practices
- Greets and directs visitors

Requirements:

- Associate's degree
- 3-5 years of administrative experience
- Ability to work evenings and weekends
- Excellent communication and interpersonal skills; strong analytical and organizational skills; attention to detail; demonstrated ability to handle sensitive and confidential matters with discretion
- Ability to be understanding, caring, and sympathetic to the needs of adolescent girls and their families
- Proficiency in basic computer applications (Word, Excel, Outlook)
- Appreciation of and commitment to boarding and single sex education, diversity and to serving the needs of a diverse population

Interested individuals should send a cover letter and resume to hr@madeira.org.