



# MADEIRA

## Office Administrator

The Madeira School is seeking an Office Administrator for the Dean of Student Life & Culture Office. This individual provides a full range of administrative support to the School and helps to develop a positive school culture among students, faculty and staff, parents, and visitors.

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 340 students from 21 states and 38 countries, Madeira holds itself to the vision of leading innovation in girls' education and the mission of launching women who change the world.

### Responsibilities include:

- Providing general administrative support
- Serving as a liaison between the students, parents, and other administrative offices of the School, ensuring that the DOSLC is represented in a warm and responsive manner
- Providing guidance, gives detailed information, and answers questions regarding DOSLC policies, procedures, and practices
- Maintaining the calendar for the DOSLC Office and spaces
- Meeting, greeting, and directing visitors to the Madeira community
- Managing incoming phone calls, office email accounts, and mail/packages
- Ordering supplies, handling replacement of student keys/swipe cards, and miscellaneous work orders
- Ensuring that School rules are applied appropriately and adhered to
- Handling planned and unplanned events and needs of students, parents, and faculty/staff as necessary
- Reviewing and approving transportation, travel arrangements, and guest requests for students
- Helping oversee student check-out and check-in to campus
- Collaborating on school opening, closing, and student arrival/departures for major breaks
- Managing administrative processes of planning for student events, booking spaces and making reservations as needed
- Coordinating evening and weekend Adult on Duty coverage
- Providing administrative support for Health and Wellness Center when needed
- Communicating respectfully with a diverse community
- Supporting other campus adults in maintaining the safety of and accounting for students; communicates regularly with other departments and the Health and Wellness Center
- Collecting and organizing student data as required by the Dean of Student Life & Culture
- Cross training on all aspects of the DOSLC operations and supporting the cross training of DOSLC colleagues
- Observing workload of colleagues and assists as needed

### Qualifications

- Bachelor's degree preferred

- Three-five years of office experience in a related field
- Highly organized yet flexible work style
- Excellent technology/computer skills, database experience required; willingness and ability to learn additional applications as needed. Programs include: Excel, Microsoft Word, and Outlook, Blackbaud, REACH
- Strong interpersonal and communication skills; pleasant, efficient, and confident phone manner
- Ability to handle sensitive and confidential matters with appropriate discretion
- Ability to work on multiple projects, prioritize work, and problem-solve
- Honed collaboration skills (both within and across departments)
- Exceptional data management, analytical and problem-solving skills; accuracy and attention to detail in maintaining data integrity
- Strong commitment to inclusive and equitable practices

To apply, please submit your resume and letter of interest to [hr@madeira.org](mailto:hr@madeira.org).