



# MADEIRA

## **Adult on Duty (part-time)**

The Madeira School is seeking a Weekend Adult on Duty (AOD). This individual oversees the supervision and accounting of the students and provides support to the Dean of Student Life & Culture Office. Schedule for this position is Monday – Friday 4 pm – 8 pm when students are on campus.

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 334 students from 21 states and 38 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

Responsibilities include:

### Administrative Support

- Provides administrative support (i.e., filing, answering telephones, scanning, etc.) to Dean of Student Life & Culture Office
- 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 and practices
- Greets and directs visitors

### Adult on Duty

- Ensures that School rules are applied appropriately and adhered to
- Handles planned and unplanned events and needs of students, parents and staff as necessary
- Reviews and approves transportation, outings, guest requests, etc. after permissions have been obtained from parents
- Maintains account of students off and on campus
- Coordinates with other campus adults to ensure student nightly check-in before leaving
- Communicates respectfully with a diverse community
- Communicates with other adults on duty as needed
- Cross trains on all aspects of position
- Drives students to activities and appointments as needed

### Qualifications

- Associate degree required; bachelor's degree preferred
- Valid driver's license and safe driving record required
- One or more years of administrative experience preferred
- Excellent technology/computer skills and willingness to learn required; familiarity with MS 365 preferred
- Highly organized and collaborative work style; ability to adapt to fluid situations
- Strong interpersonal and communication skills; pleasant, efficient, and confident phone manner
- Ability to handle sensitive and confidential matters with appropriate discretion
- Ability to multi-task, prioritize work and problem-solve
- 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). Please include your name in the file names.