



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION

Academic Office Manager

Organization Summary:

[Cristo Rey Philadelphia High School](#), a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12, drawing from low-income households across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. This program helps prepare graduates for a successful start to their career after college completion.

Position Summary:

Cristo Rey Philadelphia High School is seeking an Academic Office Manager to join our team of highly motivated and mission-driven professionals. The Academic Office Manager will support the daily operations of the Academic Team and the physical Office, presenting a high achievement culture for all staff, students, visitors, and parents. The Academic Office Manager will be responsible for designing and executing the needs of the office to ensure the Academic Team is set up for success. The Academic Office Manager will report to the Assistant Principal of Academics.

Duties and Responsibilities:

- Manage the daily operations of the physical office space, including interfacing with the school operations team and coordination of appropriate vendors.
- Manage office vendors, purchasing, logistics, and technology needs of the office/staff.
- Screen visitors, phone calls, emails, or physical mail.
- Answer general inquiries, direct, and screen phone calls.
- Create and maintain databases such as Excel, for student records, school equipment inventory etc.
- Aide in assessment planning and coordination for standardized testing.
- Assist with student attendance, absence, and tardy tracking.
- Fulfill internal and external student records requests using the Student Information System.
- Aide in student enrollment process for school in regard to paperwork completion and follow up phone calls.
- Support in planning and implementation of professional Development training, staff appreciation events, school open house, etc.
- Support communication procedures within the school in relation to the annual calendar.
- Additional duties as assigned.



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Qualifications:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Ability to relate to a diverse population of students and parents a must.
- Strong oral and written communication skills.
- Proficiency in computer skills specifically, Microsoft Office: Outlook, Word, Excel and PowerPoint, and ability to learn new programs/software quickly.
- Proven experience multitasking, organizing and prioritizing work.
- Ability to handle requests and inquiries and respond within a timely manner.
- High attention to detail.
- Demonstrated professionalism and responsibility, and a strong work ethic.
- A positive, high-energy attitude, and a drive for personal excellence.
- Flexible attitude, ability to work with urgency.
- Strong problem solving and strategic thinking skills.
- Willingness and desire to participate in unexpected projects.
- Maintain a positive and welcoming environment for parents, visitors, coworkers and students
- Ability to work as member of team.

Education and Experience:

- High School Diploma required, credits or working towards Associates/Bachelors preferred.
- Three to five years administrative experience preferred.
- Experience in education a plus, but not required.
- Ability to read, write, and speak Spanish preferred.
- Experience with student information systems and academic record keeping, such as PowerSchool, preferred.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, making phone calls.
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing.
- Must be able to lift up to 25lbs on a frequent basis.

Application Instructions:

Interested candidates should submit their cover letter and resume to jointheteam@crphs.org.

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and an entrepreneurial, results-oriented work culture. Salary is commensurate with experience.