



Brooks-DeBartolo Collegiate High School

11602 N. 15th Street - Tampa, FL 33612

office phone: 813.971.5600

JOB DESCRIPTION: Administrative Assistant

General responsibilities include: providing personalized service to faculty and staff, answering the telephone, filing, copying, typing, and other general office duties in a fast paced, high expectation environment. Must possess a professional manner, good communication skills, be dependable, have a good attitude, deal effectively with the public, and be detail oriented.

Positions:

1. **Guidance/Registrar:** supports all aspects of the Guidance department, including verifying student data, transcripts and other college readiness documents.
2. **Front office/medical:** supports all aspects of the front office administrative team, including managing parent and guest visits, receiving vendors, implementing daily school routines and responding to student minor health aid needs.
3. **Media/School:** supports all aspects of the media center and instructional faculty on production and delivery of learning materials, monitoring library inventory and implementing daily school routines.

Qualifications include: High School diploma or equivalent required. Experience in an office environment preferred. **Testing for Excel and Word are required.**

Competitive salary along with an excellent benefits package which includes the following: medical, retirement and sick leave.