



Office Assistant for College Counseling and Health Services

The Putney School, a progressive secondary boarding school, has an opening for an Office Assistant starting in June. Putney is a leader in progressive education and is committed to the ideals of social justice. Our commitment to social justice work is embedded in our stated fundamental beliefs; it is part of our regular work in curriculum design, assessment structures, and professional development to examine, reflect on and promote anti-racist work. The ideal candidate will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Position Summary

This is a full-time, non-exempt position with a schedule to be agreed upon and responsibilities shared between Health Services and College Counseling. Occasional flexibility in response to the school's schedule is needed.

The College Office consists of the Director of College Counseling, College Counselor and College Office Assistant. This team assists 11th and 12th graders comprehensively through the college search and admission application process. The College Office Assistant works closely with the Director of College Counseling, the College Counselor, the Registrar and members of the academic faculty. The person in this role interacts frequently with parents and students, making sure that information is accurate, secure and accessible to those who need it. The Assistant is also in charge of document management, college application materials submissions, college visitors, and standardized testing coordination.

The Health Services Office consists of the Health Services Coordinator, Staff Nurses, the Director of Counseling, and Counselors. The Health Services Assistant works as part of the team providing support to the students, communicates with the larger school population, parents, and outside providers, coordinates student medical appointments, including driving and/or arranging drivers, assists with the management of student records and health forms, assists with billing, assists with inventory and ordering of supplies, and other administrative duties as delegated.

Employment Requirements

- A high level of organization and technology competence, in particular with database management
- Knowledge of, or ability to learn, Veracross, Google Workspace and Naviance software systems
- Able to problem solve, think creatively, work efficiently and accurately and pay close attention to details, including proofreading
- Eagerness to learn, strong teamwork skills and professionalism
- Ability to anticipate needs, make plans, organize office systems and be flexible in a changing work environment
- A driver's license in good standing
- A fondness for teenagers

Please send a letter of interest, a resume, and the names and contact information for four references to employment@putneyschool.org.