

## **Administrative Assistant Bloomington Campus**

### **About Us**

Seven Hills Preparatory Academy (“SHPA”) is a K-8 public charter school with campuses in Bloomington and Richfield. SHPA is committed to providing an excellent learning environment by engaging students in a rigorous, content-rich curriculum within a Classical education model. SHPA promotes character and social development while embracing the individual needs of each student. The U.S. Department of Education has recognized SHPA for the 2022 National Blue Ribbon Award as an Exemplary High Performing School.

### **Candidates**

Seven Hills Preparatory Academy believes the best Classical teaching and learning fosters disciplined thinking, robust debate, and the joyful pursuit of a hard-earned wisdom. We are most interested in individuals who are confident and resourceful self-starters and problem-solvers willing to work hard and maintain a positive and encouraging attitude congruent with the mission and culture of our school. We also believe a strong, sincere interest in teaching and learning combined with the professional capacity to be a communicative, collaborative, and enthusiastic leader in our school community to be essential.

### **Job Summary**

Seven Hills seeks an Administrative Assistant at its Bloomington Campus. This position will be posted until filled. This is a fulltime, 1.0 FTE, position and includes a competitive salary, insurance benefits, and 403b option. The primary duties of this position involve being the first point of contact for all visitors, maintaining communication channels, keeping proper attendance records, being a cooperative member of the Office Team, assisting with school operations and programs, filing, assisting with updating all family and staff contact information, and perform other duties as assigned. Experience and familiarity with charter public schools is advantageous, knowledge and appreciation of the Classical education model is ideal, and a working base with technology especially Google applications and Infinite Campus is preferred.

**Open Position:** Administrative Assistant, Bloomington Campus, 2023-2024 School Year

---

**Interested candidates** should submit the following:

- Cover Letter
- Resume
- Two Letters of Recommendation

**Send electronically:** [employment@shpamn.org](mailto:employment@shpamn.org)

**Email Subject Line:** Administrative Assistant, Bloomington Campus

*Applications will be considered as they are received and the position will be opened until filled. Seven Hills Preparatory Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.*