

## **Office Manager-1.0 FTE Innovation Science and Technology Academy, 2021/2022 School Year**

**Position:** 1.0 FTE Office Manager

**Start Date:** July 2021 (or sooner based upon availability)

**Description:** Perform skilled administrative support functions, MARSS Reporting, preparing and maintaining detailed records, coordinating and collaborating with the school's Executive Director and other administrative staff, coordinating scheduling, answering phones and emails, and responsible for on-site technology support for all staff. Work hours are 8: 00 AM – 4: 30 PM, Monday – Friday during the school year (excluding holidays and breaks), with reduced hours the months of June, July and August. Excellent benefits package.

**Skills Needed:** Office management, MARSS Reporting, highly proficient computer and technology skills, ability to analyze and interpret policy and procedural guidelines, attention to detail, high level communication skills, problem solving ability, maintain an effective, positive, and professional working relationship with administration, staff, students, parents and the general public.

### **Qualifications/Experience:**

- Associates or post-secondary degree or equivalent based upon experience, and at least 2 years of experience working as an administrative assistant of a confidential nature, or equivalent combination of education and experience.
- Skilled in MARSS Reporting
- The ability to multi-task, pay attention to detail, ability to accommodate to frequent interruptions, ensure deadlines are met and ability to diffuse tense situations.
- Successful background check required.
- Exemplifies the following Five Character Traits: compassion, respect, responsibility, self- discipline and honesty.
- Ability to proficiently communicate in both Somali and English preferred, but not required.
- School district experience preferred.

- Salary: Competitive
- **About the School:** Innovation Academy is a tuition-free charter school that opened in the Fall 2020 and expanding to PreK-6 the 2<sup>nd</sup> year of opening. The primary focus of our school is STEM. Innovation Academy is committed to building a strong STEM education in our students starting from the elementary school level. The school vision is to develop globally conscious student innovators. Our core values are Integrity, Self-Direction, Teamwork and Achievement. Innovation Academy in the North Metro Area, when fully enrolled, is a PreK-12 tuition-free charter school.

**How to Apply:** Send your resume, letter of interest and three letters of recommendations to:

oolatoye@innovationsta.org

**Closing Date:** Applications will be accepted until the position is filled.

#### EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or

expression), medical condition, genetic information, sexual orientation, or any other protected status.

**Innovation Science and Technology Academy**

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