

**Middle Division Administrative Assistant**  
Berkeley Preparatory School  
Tampa, FL

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Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and myriad co-curricular opportunities.

**Middle Division Administrative Assistant**

Berkeley Preparatory School is seeking an Administrative Assistant to work in the Middle Division beginning as soon as possible.

**Skills/Qualifications:**

- Strong communication, interpersonal and relationship building skills with a genuine interest in people and an understanding of the importance of confidentiality, professionalism, customer service and collaboration
- Energetic, outgoing, resourceful, detail-oriented independent worker who thrives in a collaborative environment and who shows initiative
- Proficiency in Microsoft Office and Google Suite; able to create, manage and format mail merge and template documents
- Ability to thrive in a fast paced, dynamic environment
- Provide a warm and welcoming environment for all Middle Division visitors
- Fluency with database management or ability to learn same
- Ability to communicate clearly and effectively, both verbally and in writing with internal and external constituents
- Excellent organizational and time management skills, capable of managing multiple projects and competing priorities
- Enthusiasm and commitment to the vision and mission of the school
- Flexibility, good humor, positivity, and a collaborative nature

**Compensation and Benefits:**

This is a full-time, non-exempt position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

**Interested Persons please send a resume and detailed cover letter to:**

Andrea Smith

Business Office Operational Assistant

Berkeley Preparatory School

[careers@berkeleyprep.org](mailto:careers@berkeleyprep.org)

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School- administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

