



as far as the mind can see

Administrative Assistant (College Counseling Department)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Administrative Assistant will coordinate programming, manage the standardized testing programming (AP and PSAT), oversee the submission and accuracy of student transcripts, and support the work of the College Counseling Department.

Essential Duties/Responsibilities:

- Process and transmit requests for undergraduate, senior, and alumni transcripts
- Serve as AP Coordinator and oversee all standardized testing
- Process entry of test scores and student information
- Coordinate and communicate all College Counseling events in coordination with the Communications Department
- Schedule visits for college representatives using online booking program
- Create college counseling reports as requested
- Assist College Counseling Office with copying, filing, and general office support
- Work with the Technology Department, Athletics, and members of the Administration to update student records and transcripts. Assist in the maintenance of confidential student files and records
- Engage with Diversity, Equity, Inclusion and Belonging continuing education and professional development opportunities

Qualifications:

- Bachelor's degree preferred
- Previous experience as a school registrar preferred
- Knowledge of college process strongly preferred
- Previous experience as a testing coordinator strongly preferred
- Excellent written and verbal communication skills required
- Strong attention to detail required

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110



as far as the mind can see

- Excellent interpersonal skills required
- Familiarity with social media platforms preferred

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Pay Range: \$20 - \$24 per hour, based on experience.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: rhurley@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110