



Administrative Support Position Description *(updated August 2023)*

Vermont Commons School is a 6-12th grade independent school in South Burlington, VT focused on Scholarship, Community and Global Responsibility.

- **Responsibilities** include taking attendance, answering the school's main phone line and general email address, screening, and directing calls and emails, distributing correspondence, and providing a friendly welcome to all visitors. This may be a part- or full-time position. It is a non-exempt, academic year position. Hours are during the school day, Monday through Friday, between 7:30 a.m. and 3:30 p.m.
- **Ideal qualifications** include excellent interpersonal, organizational, and communication skills. Experience in a school environment or experience working with students is preferred.
- **Compensation and Benefits:**
 - Pay range is typically \$18-20/hour
 - For 1/2-time and above: 5% match of 403(b) retirement plan
 - For 3/4-time and above:
 - extremely competitive healthcare plan
 - Short and long term disability insurance fully provided
 - Generous paid time off
 - Dental and Vision insurance available at employee cost
 - Tuition remission benefit

Position begins August 23, 2023 and the application period will remain open until filled. Interested applicants should email a brief cover letter and resume/C.V. to employment@vermontcommons.org.

Vermont Commons highly encourages applicants who identify as Black, Indigenous, People of Color, and/or across the gender and sexual diversity spectrum. Additionally, we are specifically interested in applicants who are able to speak, read, and write in more than one language.

Vermont Commons School is an Equal Opportunity Employer and is committed to making a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender and sexual diversity, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.