



PINGRY
EXCELLENCE & HONOR

Part-Time Front Office Position The Pingry School

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region and Pennsylvania. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve 1,130 students, of whom 47% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co-curricular opportunities, and live and study in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

The Pingry School is seeking candidates for a Part-Time Front Office Position.

- Serve as a receptionist to answer incoming phone calls and check in visitors at the front office window
- Possess outstanding interpersonal, organizational, and communication skills
- Work closely with and in support of the Lower School Administrative Assistant
- Generally assist the Director of the Lower School and school leadership
- Assist coordination of after school dismissal (student pick up, early dismissal, student bussing, aftercare program, etc.)
- Candidate should have any combination of training, education and experience equivalent to an Associate's Degree with coursework in Business Administration, or a related field and three to five years paraprofessional level office support staff experience
- Work closely and effectively with faculty and staff to ensure smooth daily operation of the school
- Format, compose and type correspondence, memoranda, and email
- Maintain office records and files including report cards
- Create and distribute weekly Lower School calendar to faculty and staff
- Manage all email and phone inquiries from adjuncts with regard to attendance and coverage
- Work closely with the Office of Institutional Advancement and Communications Department to coordinate school events
- Utilize computers and software programs effectively in the performance of assigned duties and responsibilities
- Very proficient with Microsoft Office
- Proficient with Student Information Systems including database management systems
- In depth knowledge of Google Apps – particularly Google Apps for EDU
- Proficient with Google Calendar/Scheduling
- Hours approximately 12:30 p.m.—4:45 p.m.

To apply, please send resume, personal statement and cover letter to Ted Corvino, Assistant Headmaster, Short Hills Campus at tcorvino@pingry.org.

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550