



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: Administrative Assistant

Supervisor: Academy Principal

Department: Elementary Academy

Classification: Non-Exempt

Contract Length: Full Time (12-month position)

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,500 scholars in the heart of Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments. Teachers are expected to plan and prepare rigorous lessons as well as communicate and collaborate with staff and parents.

I. Accountability Objectives:

Milwaukee Academy of Science (MAS) is looking for an energetic, passionate administrative assistant to help fulfill MAS' mission. The administrative assistant is key to ensuring overall school success. The administrative assistant must exemplify MAS' core mission and will help manage enrollment, attendance, student academic and behavior data, and daily elementary operations.

This position requires a highly organized professional to manage administrative projects and tasks within the school. Qualified candidates will possess skills that ensure thoroughness and accuracy as well as have the capacity to maintain systematic processes for the organization.

II. Position Characteristics:

Length of Contract: Full Time (12-month position)

III. Position Relationships:

Reports to: Academy Principal

Coordinates with: Academy Principal and Assistant Principal

IV. Position Qualifications:

- Proven track record of successfully managing multiple projects simultaneously in a fast-moving environment
- A passion for and commitment to the mission of Milwaukee Academy of Science
- Outstanding organizational skills with an acute attention to detail
- Excellent communication and interpersonal skills
- Must have strong understanding of Google Workspace and Excel



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V. Position Responsibilities:

Student and School Records

- Manage the collection and maintenance of student, personnel, and school information (receiving forms and paperwork, tracking missing forms, managing databases, updating contact information, keeping records current, etc.)
- Oversee student files to ensure all proper documentation is collected, tracked in our computer system, organized and filed
- Track student attendance and follow up with families when necessary

Student Enrollment

- Oversee new student enrollment by processing applications, creating and administering re-enrollment forms, producing mailings and tracking all enrollments
- Manage electronic student enrollment and information in school software and all electronic data systems
- Register and transfer students as needed

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.