

Confidential Administrative Assistant

Aspen Academy, an award winning K-8 charter school, located in Savage, MN, seeks a full time Confidential Administrative Assistant for the 2022-2023 school year. The administrative team consists of the Executive Director, Building Principal, Assistant Principal, and Dean of Students.

The Confidential Administrative Assistant will be responsible for the following duties:
Assist and support administrative team in general administrative operations including clarifying and communicating policy decisions, preparing meeting agendas, materials and minutes, securing guest teachers, maintain administrative schedules, record keeping, support through compiling timely and accurate reports, data entry, handling confidential files, and other duties as assigned by the administrative team based on the needs of the department.

The preferred candidate will bring a marketing and communication background, clerical school experience and a working knowledge of Infinite Campus and Google Docs. Professionalism, a strong work ethic, and attention to detail are critical qualities for the candidate to possess in the position.

If interested, please send/email a letter of interest, resume, three letters of recommendations, and three references with contact information included to:

Melanie Jiskra, Director
Aspen Academy
14825 Zinran Avenue
Savage, MN 55378
melanie.jiskra@aspenacademymn.org