# **Position Title:** Academy Babcock Desk Assistant

**Department/Office:** Salem Academy

**Supervisors:** Salem Academy Dean of Students

**Contact: Kaylla Richardson - kaylla.richardson@salem.edu**

**Position Status:** Part-Time

**Classification:** Exempt

**$9.00 per hour for up to 7 hours per week for a maximum of 10 weeks per semester**

**Position Summary**

The Babcock Desk Assistant is responsible for assisting the Academy Residence Life team.

This position will be divided into weekend shifts as well as weekday evening shifts.

## **About Salem Academy:**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating girls and women who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Salem Academy is a boarding and day college preparatory school with focus on interdisciplinary learning using STEAM, wellness and leadership. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders. Our graduates are committed to making the world a better, healthier and more equitable place.

Niche lists Salem Academy as the No. 1 boarding school in North Carolina; No. 5 college prep high school in North Carolina as well as the No. 1 college prep school in the Greensboro/High Point/Winston-Salem, NC area. Salem Academy has students from more than 10 states and 5 countries. Over 85% of the faculty and staff have a master’s degree or higher. Courses are taught at the college prep, honors, AP and dual enrollment levels. The unique partnership and shared campus with Salem College allows for collaboration with college faculty/staff on curriculum ideas, club activities and more.

Salem Academy is located in Winston-Salem, North Carolina, a vibrant college town known as the “City of Arts and Innovation". Winston-Salem is a lively academic community, home to six institutions of higher education and more than 26,000 students. Winston Salem has a collaborative and engaged academic community with strong private and public schools, excellent healthcare systems, and affordable housing. The Winston-Salem area also offers a rich variety of cultural opportunities and has a vibrant art and restaurant scene. Within a few hours of campus are mountains for skiing, camping, or hiking; rivers for whitewater rafting; and the beautiful ports and beaches of North and South Carolina.

**Essential Duties and Responsibilities**

* Assist with student check-in/check-out
* Answer phones in a professional manner
* Answer students’ questions when possible or direct them to the appropriate person
* Keeping the area organized
* Willingness to transport and ability to drive school vehicles needed to transport students as needed
* Other duties as assigned

## ***Skills Qualifications***

* Professional office etiquette
* Professional demeanor
* Confidentiality
* Honest
* Reliable
* Motivated

**Physical Functions**

While performing the responsibilities of the Academy Babcock Desk Assistant, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a

computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means

of spoken word; and work in an office setting.

*Salem Academy and College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

 *Print Name Employee Signature Date*