



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Administrative Assistant

Houston Gateway Academy is seeking a professional, organized, and service-oriented Administrative Assistant to support daily campus operations. The Administrative Assistant serves as the first point of contact for students, parents, staff, and visitors and plays a critical role in maintaining efficient front office operations. The Administrative Assistant will provide clerical, organizational, and customer service support to campus administration and staff while ensuring a welcoming, professional, and efficient office environment.

Key Responsibilities:

- Serve as the primary point of contact for the front office by greeting visitors, answering phones, and directing inquiries appropriately.
- Provide clerical and administrative support to campus administration and staff.
- Maintain student records, attendance, and general office files in compliance with school policies and confidentiality requirements.
- Assist with student enrollment, registration, and records requests as needed.
- Manage incoming and outgoing correspondence, including mail, emails, and deliveries.
- Support scheduling of meetings, appointments, and campus events.
- Assist with data entry, reports, and documentation required by campus and district leadership.
- Monitor visitor sign-in procedures and support campus safety protocols.
- Provide excellent customer service to students, parents, and staff at all times.
- Support campus communication by preparing memos, letters, and announcements.
- Assist with inventory, supply ordering, and general office organization.

Perform other duties as assigned by campus administration to support efficient school operations.

Qualifications:

- High school diploma
- 3 years of experience as a secretary or administrative assistant
- **Must complete a background check and fingerprints. (Approx. \$50)**



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