



DE LA SALLE ACADEMY

Part-Time Welcome Desk Attendant

Mission

De La Salle Academy is a private, independent, non-sectarian middle school located in Manhattan. The school's student body includes students from across New York City. De La Salle is the only private, co-educational, independent school in New York City for academically talented, economically less advantaged students in grades six through eight. Students and adults commit to living in community through a purposefully rigorous academic curriculum, strong core values, a profound knowledge of self, and a desire to serve the array of communities we represent. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

Position:

De La Salle Academy seeks two part-time Welcome Desk Attendants for the 2023-2024 school year. Potential candidates should understand that they would be the first point of contact for the school and should be aligned with the school's mission and values.

Key Responsibilities Include:

- Greets and guides all families and visitors as they arrive to the school
- Answers phones and takes messages for school's general phone number
- Ensures coverage of the front desk area and main entrance of the school building
- Manages visitor sign in/sign out
- Supports student attendance and lateness register
- Receive letters, packages etc. and distributes them
- Provides security coverage for special events, as requested

Skills and Qualifications

- Customer service experience
- Excellent interpersonal, problem solving, organizational, and communications skills
- Ability to relate and interact effectively with diverse populations
- Strong oral and written communication skills
- Spanish speaking skills –strongly preferred
- Previous experience working in school settings or similar
- Proficiency in Microsoft Office or Google Suite

Compensation

- Hourly rate: \$20 per hour



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Working Hours

We are hiring for two shifts, please indicate in your cover letter which shift you are applying for.
(7:30 am - 11:30 am) AND (12:30 - 5:00 pm)

How to Apply:

Applicants should forward materials (**resume and cover letter**) to employment@dlsanyc.org. Subject line should include the candidate's name and the position of interest. All materials should be addressed to Candice Horton, Director of Finance and Operations.

De La Salle is an equal opportunity employer.