



School Operations Administrator

Tampa, Florida

Full-Time | Monday–Friday | 7:30 AM–4:30 PM

\$42,000–\$50,000 + Benefits

U.S. Candidates Only: Applicants must be authorized to work in the United States. Sponsorship is not available now or in the future.

About Life International Academy

At Life International Academy, we are reimagining education. We are a small, purpose-driven Montessori school where children grow through real experiences, nature, meaningful work, and life-skills-based learning. Our campus is calm, respectful, and deeply connected to the belief that education should prepare children for life, not just tests. Located on a beautiful 3-acre nature-based campus in Tampa, Florida, we serve a diverse international community and value strong relationships, personal responsibility, and authentic learning.

About the Role

We are seeking a highly organized, professional, and people-oriented School Operations & Admissions Administrator to support the daily operations of our school. This role serves as the primary point of contact for families and visitors while helping ensure smooth school operations, admissions, communication, records management, billing support, and event coordination. The ideal candidate is warm, detail-oriented, proactive, and enjoys balancing people, systems, and organization.

This position offers a unique opportunity to grow with a rapidly expanding school and help shape the systems, culture, and future of the organization.

Responsibilities

- Welcome and support families, visitors, and daily front office operations
- Manage admissions processes, including inquiries, tours, follow-up, and enrollment coordination
- Support student records, attendance, compliance, and school documentation
- Assist with billing, invoicing, payment tracking, and family accounts
- Maintain school databases, CRM systems, and communication platforms
- Coordinate school events, field trips, meetings, and calendars
- Support communication between staff, families, and community partners
- Assist with newsletters, announcements, and school communications
- Maintain organized administrative systems and office procedures
- Contribute to a positive, professional, and welcoming school culture

Qualifications

- Minimum 4 years of administrative, operations, office management, or school administration experience
- School, nonprofit, admissions, customer service, or education-related experience preferred
- Strong organizational and time-management skills
- Excellent written and verbal communication abilities
- High attention to detail and ability to manage multiple priorities
- Professional, warm, and service-oriented demeanor
- Comfortable using Google Workspace, spreadsheets, databases, CRM platforms, and school software systems
- Quick learner with strong problem-solving skills
- Must pass a background check
- Must be authorized to work in the United States

Why Join LIFE

- Be part of a purpose-driven school making a meaningful impact
- Build lasting relationships with students, families, and staff
- Work in a collaborative and supportive environment
- Opportunity to help shape a growing organization
- Beautiful nature-based campus
- Daily catered lunches
- Leadership and professional growth opportunities

Future Growth Opportunity

This role offers significant growth potential. As the school expands, the right candidate may advance into Operations Manager, Admissions Director, or other leadership roles within the organization.

Compensation & Benefits

- \$42,000–\$50,000 annually based on experience
- 2 weeks Paid Time Off
- Health Insurance Stipend
- Daily Catered Lunches
- Staff Apparel
- Professional Development Opportunities
- Tuition Discounts for Eligible Employees

How to Apply

Please submit:

1. Email Resume: career@lifeia.org
2. Brief cover letter explaining your interest in LIFE
3. Three professional references, including previous supervisors

Apply online:

www.lifeia.org/career

Questions?

career@lifeia.org

813-524-7171

If you are looking for a role where your work matters, your presence is valued, and you can grow within a meaningful school community, we would love to meet you.

Life International Academy

Tampa, Florida

www.lifeia.org