

Schools Executive Assistant – Boys Middle School

Schools

Provides administrative support and assists in the administration and coordination of the office of the Head of the Boys Middle School. Acts as a liaison between faculty, parents, students, parent organizations, Dean and the Head. Responsibilities include: Prepare and distribute daily bulletin and BMS printed communications including push-pages. Update information on BMS and related CranNet pages as necessary. Responsible for faculty and parental secretarial support and reception. Receive parents, guests, and visitors into the school. Provide tours of BMS as needed. Process all communications, documents, reports and related materials as directed. Organize and maintain student records and other pertinent files. Process student progress reports. Process building work orders using Mainsaver system. Process reserving rooms/spaces within the BMS using MRM system. And more. Requirements: High School Diploma with appropriate courses in secretarial science including proficiency in Microsoft Word, Excel, word processing, database, spreadsheet and bookkeeping (Associate's Degree in business administration or secretarial science preferred). 5 years experience providing administrative support at a senior management level, preferably in a school setting with knowledge of a larger-than-single school operation. Love of children, school setting, teachers, staff, parents, and the educational process. Precision typing of letters, documents, and other materials which require accuracy, speed, and clarity. Excellent grammar, writing and diction skills for frequent formulation and proofreading of letters, memos, and written parent and teacher communication. A pleasant manner with well-modulated voice for effective phone and in-person communication with children, teachers, parents, and guests. An ability to work effectively and skillfully with a multitude of people and in an environment with frequent interruptions. Flexibility, patience, sense of humor, confidence, and the ability to be pleasantly firm in a lively, dynamic and multifaceted office that is the focal point for the school. An ability to perform responsibilities with appropriate discretion and independent judgment. **This is a temporary position working 40 hours per week that will run from mid August through October 2019.**