



### **Executive Assistant – Director of Schools**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Executive Assistant for the Director of Schools** will provide a high level of administrative/secretarial support to the Director of Schools. Assist with administrative activities, coordinate office services, manage internal and external affairs including all appointments, meetings, and presentations; monitor and reconcile department operating budget, possess working knowledge of all phases of Schools operations.

### **Responsibilities include, but are not limited to:**

- Answer and screen all incoming telephone calls. Receive inquiries, exercise discretion in providing information, and direct inquiries otherwise to appropriate individuals.
- Schedule appointments/activities and maintain comprehensive calendar. Collect materials/background information and prepare Director in advance.
- Make logistical, technical, and catering arrangements for meetings that include, but are not limited to: Board of Governors meetings, Board of Governors committee meetings, parent leadership meetings, full faculty and staff meetings/gatherings, and other meetings as needed.
- Assemble information packets for Board of Governors meetings, and produce a handbook for all incoming/new Governors.
- Take and transcribe minutes for Board of Governors meetings.
- Open, review, and determine disposition of incoming correspondence. Prepare draft correspondence as appropriate.
- Prepare travel arrangements and expense reports for the Director.
- Review and maintain office-tracking procedure for all incoming and outgoing requests/acknowledgements and follow up.
- Assist the Director of Schools with Commencement including logistical arrangements for Commencement speakers (travel, lodging, honorariums/gifts), graduation lunch arrangements, diploma signatures, requests for extra commencement tickets, and Board member communication.
- Provide back-up support for the Assistant Director of Schools.
- Organize faculty dinners and other special events throughout the year, and arrange for yearly holiday "gifts."
- Work with Schools Division Heads to process yearly teacher awards.
- Assist with yearly distribution of Faculty Contracts, non-faculty compensation letters and Employee Handbooks.
- Coordinate the revision and distribution of the Faculty Handbook.
- Produce yearly mailing to Schools faculty and parents, including the State of the School report.

- Assist in production and distribution of Schools' yearly calendar.
- Maintain school items in storage at Kingswood, and office furniture stored in the school "tunnel," facilitating transfer of items to other parts of campus if needed.
- Monitor and reconcile office operations account expenditures.
- Represent office on administrative matters as appropriate, including organizing Administrative Assistant meetings.
- Maintain comprehensive filing system.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.
- Other duties as assigned.

**Requirements:**

- Five years of experience providing administrative support at an executive level required.
- High School diploma or GED required; Associates degree preferred.
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint required. Strong familiarity with internet browsers and Cranbrook-specific computer software and applications highly desirable. Demonstrated ability and willingness to learn new applications.
- Detail-oriented, advanced editing and proofreading skills highly desirable.
- Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)

**(Please note that a fully completed employment application is required for consideration)**