



## **Executive Assistant – Brookside Lower School**

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 **School Executive Assistant** will provide administrative support and assist in the administration and coordination of the office of the Head of Cranbrook Schools Brookside.

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

- Process all communications, documents, reports and related materials as directed.
- Responsibility for faculty and parental secretarial support and reception.
- Process invoices, billings, reimbursements, and other financial matters as determined by Head.
- Maintain accurate and up-to-date records of financial accounts as delegated by the Head.
- Process purchase requisitions.
- Process and reconcile Brookside Purchasing-Card statements.
- Prepare and distribute daily bulletin and Brookside printed communications including push-pages.
- Organize and maintain student records and other pertinent files. Process student progress reports.
- Monitor supply levels and order as needed to replenish school stock.
- Process incoming and outgoing telephone calls with appropriate dispatching and follow-through.
- Make administrative appointments as requested.
- Process building work orders using School Dude system.
- Act as a liaison between the MSG and Chartwells' catering and food service.
- Trouble shoot office equipment problems, order needed supplies for said equipment and contact the contracted repair company as need.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's Employee Handbook.

### **Requirements:**

- High School Diploma with appropriate courses in secretarial science including proficiency in Microsoft Word, Excel, word processing, database, spreadsheet, and bookkeeping programs and platforms. (Associate's Degree in business administration or secretarial science preferred).
- Five 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 and writing 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.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution.

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)**