

### **Schools Executive Assistant**

Provides administrative support and assists in the administration and coordination of the office of the Head of the Middle School for Girls. Acts as liaison between faculty, parents, students, parent organizations, Dean, and the Head. Responsibilities include: 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 MSG Purchasing-Card statements. Prepare and disseminate daily bulletin and MSG printed and/or digital 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. More duties as assigned. Requirements: High school diploma with appropriate courses in secretarial science including proficiency in Microsoft Word, Excel, word processing, database, spreadsheet, and bookkeeping (associate 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, 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 full-time school session position.**