

General Description:

The Zug Campus Secretary directly reports to the Head of Campus and assists in ensuring the operational effectiveness of the Zug Campus on a day-to-day basis.

School Wide Expectations

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

Reporting to: Head of Zug Campus

100% Temporary position, April – October 2019

Duties will include, but are not limited to:

As School Secretary:

- General secretarial duties pertaining to the daily running of the Middle School and Zug Campus
- Provide administrative assistance to the Middle School Principal and Assistant Principal; schedule appointments, meetings and conferences; prepare documents, agendas and take minutes
- Update and maintain student files and transcripts, sending parent and student information and update school databases to ensure accurate student details
- Arranges travel arrangements, flight schedules, hotel bookings and conference registrations for staff
- Maintain and update all Middle School student schedules on iSAMS
- Provide support and co-ordinate preparations for school events such as Parent Teacher Conferences, Student Led Conferences, exhibitions, staff orientation parent events, at times after hours work maybe required etc.
- Screen telephone calls, enquiries and requests – handling them as appropriate
- Assist school leaders with secretarial support as required
- Meet and greet visitors to the school, ensure that they sign in and out, and where appropriate issue visitor's badge

Desired Qualifications, Characteristics and Skills:

- Strong interpersonal skills and ability to communicate with a wide variety of people
- Excellent computer abilities: knowledge of and practical expertise with Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint; demonstrated knowledge of database maintenance
- Effective clerical, organisational and time management skills

- Ability to maintain confidentiality at all times
- A quick learner, use appropriate initiative, resourceful, reliable, detail-oriented; eager to take on new challenges
- Ability to manage a variety of tasks concurrently and efficiently
- Successful experience in working effectively as part of a team

If you wish to apply for this position, please submit your electronic application, including motivational letter and CV in English to employment@iszl.ch

International School of Zug and Luzern, Cristina De Barrio – Human Resources