



International School of Indiana

TITLE: Administrative Assistant to the Head of School
DEPARTMENT: Head of School
WORK LOCATION: Taurel Building
POSITION STATUS: Part-time (32 hours per week, year-round)

<p>POSITION SUMMARY:</p>	<p>The International School of Indiana is an International Baccalaureate/Immersion School in Indianapolis with approximately 600 students and 120 staff from more than 50 different countries.</p> <p>The ultimate goal of the Administrative Assistant is to make the Head of School’s work/life more efficient. The person should be intelligent, forward thinking, and organized to assist in the running of the Head of School’s daily schedule and other activities.</p> <p>This person will frequently be the first interface for communications in the Head of School’s office. The Administrative Assistant must be gracious and able to handle requests and concerns from students, parents, and staff members calmly and effectively while keeping the Head of School updated.</p>
<p>RESPONSIBILITIES: <small>(Include but not limited to)</small></p>	<ul style="list-style-type: none"> • Reports directly to Head of School and assists with the daily responsibilities to lead the school and its multicultural community. • Supports the work of the Head of School by organizing his/her calendar, preparing materials for meetings or events, and managing logistical requirements. • Coordinates office activities and duties (i.e. regular meetings, outside visitors, reports). Interacts and corresponds with parents, employees, trustees, outside contributors, international organizations, and vendors for matters under responsibilities of Head of School. Reports on activities as appropriate. • Participates in appropriate administrative meetings and manages follow up from these meetings. • Updates and maintains: manual, strategic plan/implementation, organizational charts, board meeting schedule. • Coordinates events led by Head of School and Board • Coordinates Head of School budget projections with Business Office • Makes travel arrangements for the Head of School, as requested. • Works efficiently and effectively with the various departments of the school to advance coordination of school wide endeavors. • Drafts letters or other documents for the Head of School upon request. <p><u>Board Reporting Secretary</u></p> <ul style="list-style-type: none"> • Attends board meetings, drafts agenda, prepares minutes for review by board President and Secretary, and distributes as required.



	<ul style="list-style-type: none"> • Is responsible for upkeep and safekeeping of board official documents (minutes, strategic plans, mission statements, policy manual, bylaws, presentations, signed board forms) as per contingency plan. • Manages board directory and relative board documents (board info, committee lists and meeting dates, etc.). Develops and maintains board calendar for meetings and events, committee memberships. Provides background information on board policies and board composition/ term limits to Board or Head of School when required
REQUIREMENTS:	<ul style="list-style-type: none"> • Associate's Degree required in related field. Bachelor's degree preferred. • Three (3) years' related, professional experience as an administrative assistant. • Adept with Microsoft Office Suite. • Ability to maintain a high degree of confidentiality at all times while graciously supporting the School community. • Demonstrated strong organizational and recordkeeping skills. • Ability to prioritize and manage many competing tasks successfully with frequent interruptions. • Ability to work under pressure and meet deadlines. • Demonstrated ability to work effectively with people of diverse cultural backgrounds and promote a positive working environment and spirit of cooperation. • Excellent interpersonal, communication and presentation skills, both written and oral that transcend diverse audiences. • Demonstrated ability to assume responsibility and also work collaboratively as part of a team. • Must have an acute sense of attention to details. • Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the school and international education. • Proficiency in one or more languages in addition English is preferred.
APPLICATION:	<p>Please send letter of intent and resume to: Lynda Duncan International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 lduncan@isind.org</p>