



Executive Assistant to the Head of School

Reports To: Head of School

FLSA Classification: Non-exempt

Date Modified: June 2021

Position Summary: The Haverford School is seeking a full-time, 12-month Executive Assistant to our Head of School for the start of the 2021-2022 school year. This position provides administrative support to the Head of School and Board of Trustees. The preferred candidate will be an organized, resourceful, inclusive, and enthusiastic individual with at least 5 years of experience with providing administrative support in a school setting.

Essential Functions

- Performs administrative assignments with minimal direction and serves as lead administrative assistant for the School.
- Supervises the Upper School Receptionist/Events Coordinator.
- Creates and maintains filing systems. Maintains electronic calendar for Head of School along with contact list and other electronic files and databases.
- Maintains electronic Trustee Manual for the Board which includes the password protected trustee webpage.
- Coordinates and maintains scheduled meetings, meeting rooms and required equipment for meetings for both the Head of School and the Board.
- Acts as Recording Secretary for the Board.
- Creates finished documents from notes or outlines, including letters, memos, project summaries, meeting agendas, meeting minutes, spreadsheets and presentations.
- Answers incoming telephone calls, as needed; answers questions, resolves issues, takes messages, forwards calls to the appropriate party.
- Answers the Head of School's email when appropriate, especially relating to scheduling.
- Coordinates travel arrangements for the Headmaster.
- Keeps track of Head of School and Board budgets; submits credit card expenses.
- Maintains an adequate supply of office supplies and materials.
- Coordinates substitute receptionist when required.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students.
- Treats all members of the community - students, faculty, staff, Board members, alumni, and current, past, and future families - with the respect, patience, warmth, and professionalism that we expect from all Haverford School employees.
- Attends some type of meaningful Diversity, Equity and Inclusion training
- Other duties, as assigned.

Qualifications

- Bachelor's degree.
- Minimum of five years' experience in a similar position.
- Desire to work in a school setting.
- Ability to apply common sense and to carry out instructions given in written or verbal form. Ability to ascertain which people may need immediate assistance and to act accordingly.
- Must demonstrate competency with Google suite of applications, Microsoft Word, Microsoft Excel, PowerPoint, Adobe suite and internet applications.
- Ability to use basic office equipment.
- Effective communicator, both verbally and in writing, with colleagues.
- Sense of humor, enthusiastic and happy, high ethical professional standards, and multicultural perspective

Physical Requirements and Work Environment

- Works in an environment with a wide variety of challenges and deadlines, and a varied and diverse array of contacts.
- Be able to occasionally lift up to 15 lbs.
- May work at a desk and computer for extended periods of time.
- Work in a traditional climate-controlled office environment.