



Austin Preparatory School

Administrative Assistant to the Associate Head of School

Job Summary

The Administrative Assistant to the Associate Head of School provides confidential, consistent, and professional administrative support to the Associate Head of School in a variety of capacities that involve athletics, admissions, and communications. The role of the Assistant is one rooted in versatility, multitasking, flexibility, and adaptability to changing responsibilities. The position requires the ability to consistently reflect the highest level of excellence exercised within the Associate Head of School's Office and represent an unwavering commitment to the mission of Austin Prep.

Job Responsibilities

Responsibilities include but may not be limited to the following:

1. Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
2. Support an atmosphere of trust and openness among staff, students, and parents.
3. Organize and review daily priorities for the Associate Head of School.
4. Schedule, maintain, and confirm the Associate Head of School's appointments.
5. Review the correspondence of the Associate Head of School and draft replies when necessary.
6. Screen the Associate Head of School's calls and requests and redirect those to the appropriate staff as needed that do not require the attention of the Associate Head of School.
7. Prepare documents and reports for the Associate Head of School.
8. Make travel arrangements for the Associate Head of School and other staff as assigned.
9. Complete occasional errands.
10. Assist in planning applicable school events.
11. Assist the Associate Head of School in navigating the complex and overlapping intersection of professional and personal commitments.
12. Manage projects as assigned and work independently as need to complete them.

13. Manage a variety of reports utilizing in house systems, as well as Google Suite and Microsoft Office Suite programs.
14. Performed other duties as assigned by the Associate Head of School or designee.

Qualifications, Experience, and Requirements:

- Bachelor's degree preferred.
- Progressively responsible experience working as an assistant to leadership.
- Excellent communication skills, both written and verbal.
- Strong interpersonal and diplomatic skills.
- Ability to work with various personalities cohesively and successfully.
- Exceptional organizational skills and ability to multitask.
- Unwavering commitment to confidentiality.
- Flexibility, adaptability, and willingness to offer to support throughout school departments, as needed.
- Technologically savvy, including experience with Google Suite and Microsoft Office. Experience with Veracross a plus.
- Ability to think quickly, take initiative, and prioritize tasks.
- High energy and enthusiastic.

Please submit a cover letter and resume to AdminAsst@austinprep.org