



# THE MEADOWS SCHOOL

## Assistant to Head of School

The Meadows School, located in Summerlin, NV, is currently seeking an Administrative Assistant to the Head of School to provide consistent, confidential, and professional administrative support for the Head of School. The Assistant to the Head of School will report to and work closely with the Head of School and serve as a liaison and support to the Board of Trustees and Leadership Team. This is a 12-month position that requires a person with the ability to balance attention to detail with a view of the larger picture, patience, a sense of humor, creative problem-solving skills, the ability to manage multiple projects at one time, and a commitment to The Meadows School's mission and vision.

If you possess the qualifications listed above and have a passion for working in a dynamic and collaborative environment, we encourage you to apply for this exciting opportunity to make a meaningful contribution to The Meadows School community.

### Responsibilities

- Promote the school's mission and make that the center of all decisions and actions.
- Organize and review priorities with the Head of School.
- Schedule, maintain, and confirm the Head of School's appointments and calendar activities.
- Assist the Head of School with work and events related to the Board of Trustees.
- Provide support to the development activities of the school.
- Create agendas and record all meeting minutes, including those of the Board of Trustees and Leadership Team.
- Maintain all Board of Trustees records and assist the Board committee chairs as requested.
- Provide general clerical duties and administrative support to the school.
- Serve on administrative committees as needed.
- Assist in planning campus-wide events.
- Do research and writing as requested.
- Support an atmosphere of trust and openness and respect, affirm, and protect the dignity and worth of each member of the community.
- Assume responsibility for other projects as assigned by the Head of School.

### Requirements and Qualifications

- A Bachelor's Degree.
- Experience preferred in private schools.



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- Strong interpersonal skills.
- Highly professional with a great understanding of strong ethical standards in managing confidential situations with extreme discretion, respect, and sensitivity.
- Excellent written and oral communication skills.
- Excellent organizational skills coupled with a high degree of flexibility.
- Technology skills including advanced Excel, Word, and Outlook. Knowledge of Blackbaud and Veracross a bonus.
- Proven success at working collaboratively and efficiently on a creative and goal-oriented team.
- Able to make quick decisions, take initiative, and prioritize tasks.
- Is accessible, approachable, and welcoming and reflects this in supporting the office of the Head.
- Warm and personable with patience and a good sense of humor.
- High energy and enthusiastic about working in an academic atmosphere.
- Ability and desire to support, implement, and model the mission and vision of The Meadows School.
- Ability to manage a variety of projects with minimal supervision.
- Enjoys working in a school setting with children.

Please submit a resume to Rachel Cardinal, Human Resources Director, at [rcardinal@themeadowsschool.org](mailto:rcardinal@themeadowsschool.org). No phone calls, please.