



POSITION POSTING EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL

April 2023

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

The Executive Assistant provides executive-level administrative support to the Head of School and facilitates the smooth functioning of the Academy. The Executive Assistant organizes, coordinates, and performs administrative duties requiring independent judgment, discretion, and confidentiality.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Oversee the main office and staff in coordination with the office manager. Assist with Main Office coverage, as needed. Institute best practices to ensure that the school is well-represented both externally and internally facing; maintain day and evening receptionist schedules
- Manage the Head's calendar and schedule in such a way as to reflect his highest priorities; ensure that the Head is fully briefed and prepared with appropriate materials for meetings and events; field inquiries and arrange for meetings with parents, alumni, and all constituents; arrange all travel; reserve meeting spaces; track meeting attendance as needed; and arrange for refreshments
- Prepare and manage reports, briefing materials, correspondence (all forms), proposals, and related documents; draft memoranda, announcements, and correspondence for the Head's review and signature
- Manage the Head's Office budget; submit expense reports; order office supplies; determine technology needs
- Oversee inquiries that come into the Main Office and advise on appropriate responses, including providing information and/or referring individuals to other staff members
- Provide comprehensive support to the Academy's Board of Trustees: attend all board meetings (which include evening and weekend sessions), and committee meetings as requested; plan all logistics and materials for trustee meetings; provide support for onboarding new trustees, including updating

orientation materials, and ongoing support to ensure that trustees are fully prepared and briefed for board and committee meetings; maintain trustee committee rosters, distribution list, and directory.

- Act as the Head's liaison with the Advancement office and Marketing and Communications office as is needed.
- Attend admin team meetings to assist with meeting logistics as necessary.
- Commencement: working with the Academic Office, preparing commencement activities including all logistics and preparation for graduation speaker; coordinating and preparing awards, prizes, and diplomas. Attend Commencement events that occur during Memorial Day Weekend.
- Oversee the Emeritus status process for employees with Human Resources and Advancement.
- Maintain professionalism and confidentiality befitting the office of the Head of School when dealing with all school constituencies, both internal and external
- Assist Head with arranging special events on campus, including dinners in the Head's residence (Mansion House); Senior-Faculty dinners, and campus social events; schedule stays in the guest wing in conjunction with the Head's spouse
- Special projects: work with the Assistant Head of School to complete the Academy's accreditation process with NEASC
- Other duties and special projects as assigned

QUALIFICATIONS

- Bachelor's degree preferred
- 5-7 years of experience with increasing responsibility
- Excellent verbal and written communication skills and the ability to communicate with a broad range of constituents and key stakeholders
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Discretion and the ability to handle confidential and sensitive matters appropriately
- State-of-the-art computer skills working with Google Suite and Microsoft Office. Previous experience using customer relationships management systems like Veracross and Raisers Edge preferred; strong management, negotiation, and project management skills
- Ability to prioritize and remain flexible and efficient while working in a highly organized fashion
- Experience managing a budget
- An open and collaborative work style
- A high level of integrity and a strong work ethic
- Successful completion of a criminal records background investigation
- The Academy requires all community members to be fully vaccinated against COVID-19 unless with the exception of an Academy-approved medical or religious exemption.

SUPERVISION RECEIVED

Reports to the Head of School

SUPERVISION OF OTHERS

Oversee the main office and staff in coordination with the office manager and ensure a high level of professionalism.

THE GOVERNOR'S ACADEMY
1 ELM STREET
BYFIELD, MA 01922
THEGOVERNORSACADEMY.ORG/CAREERS



PHYSICAL DEMANDS

- Occasional lifting, bending, and climbing stairs
- Frequent talking, listening, walking, sitting, and standing
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment

WORK ENVIRONMENT

- The Main Office is a busy work environment in which there is a significant amount of personal interaction
- The Executive Assistant must be flexible, enthusiastic, hard-working, and responsible
- Work from home is allowed on an occasional basis during the academic year and in accordance with the Academy's policy during the summer time.
- This is a salaried position and must be available to work a minimum of 40 hours a week to complete his or her work. The typical hours of work are 8:00 am to 4:30 pm. Some weekend and evening hours are required for special events such as board meetings and Commencement.
- The Academy is a non-smoking campus

To apply for the Executive Assistant position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law. ***Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause.***

