



POSITION POSTING ADMINISTRATIVE ASSISTANT, DEAN'S OFFICE

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, use their unique 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 Administrative Assistant will manage the main office while supporting the Dean of Students office and Dean of Multicultural Education; supervised by the Dean of Students. The ideal candidate will be a professional, self-motivated, and detail-oriented individual with excellent organizational and customer service skills.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Dean of Students:

- Assist the Dean of Students, Associate Dean of Students, Dean of Ninth Grade/Director of Student Activities, Director of Affective Education/ Dean of Tenth Grade
- Manage the calendar of the dean of students, keeping it free of scheduling conflicts.
- Manage deans' team budget
- Partner with the Dean of Students with the management of REACH Software
- Oversee daily attendance, including creating reports that detail absences and patterns of absences that given to the dean of students daily.
- Assist the Dean of Students with the opening of schools for students
- Record keeping and filing regarding student discipline, discipline mailings, and student files
- Manage special absence applications and forms
- Update all office forms and information
- Manage all student travel
- Coordinate logistics for speakers and conferences



- Other duties as needed

Dean of Multicultural Education:

- Assist in maintaining the appointment calendar for the Dean of Multicultural Education
- Manage budget
- Manage all arrangements for student and employee events, Conferences, and travel
- Schedule internal and external meetings
- Assist the Dean of Multicultural Education with the utilization of the Access Fund.
- Coordinate ICO (Inter-Cultural Organization) letter process and attendance
- Other duties as needed

Main Office (under the direction of the Dean of Students):

- Maintain all aspects of the main office day-to-day operations
- Manage Main Office budget
- Manage the main office equipment and supply needs - mailings, copiers, etc.
- Maintain phone system with main office needs
- Answer all incoming calls, screening, transferring, and taking messages, as necessary
- Sort and distribute all incoming mail, and meter outgoing mail; prepare monthly metered mail expense reports; maintain and order supplies for mail meter
- Order supplies for Federal Express registered, and other special mailings
- Review REACH to make sure students are coming and going promptly and have the right driving permissions for Senior Leaves
- Maintain log and distribute keys to school vehicles and school buildings
- Take utmost care to maintain and protect the confidentiality of the Head of School's Office and for student files that are located in the Main Office; maintain records and correspondence regarding all cases of student discipline
- Maintain records regarding adult coverage of the dormitories
- Maintain records regarding on-call drivers for the Health Center
- Other duties as needed

QUALIFICATIONS

- Bachelor's degree preferred
- 5-7 years of experience
- The ability to effectively present information to students, parents, and school administrators in writing and orally
- Discretion and the ability to handle confidential and sensitive matters appropriately
- State-of-the-art computer skills; Google Suite, and Microsoft Office applications; previous experience using enterprise management systems like Veracross and REACH preferred;
- Ability to effectively multi-task while working in a highly organized fashion
- An open and collaborative work style
- A high level of integrity and a strong work ethic
- Participates in professional development as related to justice, equity, diversity, and inclusion work.
- 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.
- Successful completion of a criminal records background investigation

SUPERVISION RECEIVED

This position reports to the Dean of Students.

HOURS

7:30 am - 4:00 pm and subject to change. Reduced hours during breaks including the summertime. Full-time, non-exempt position.

BENEFITS

Benefits are available with this position.

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 successful candidate will be flexible, enthusiastic, hardworking, and responsible, and will enjoy a very busy work environment in which he or she will meet many people on a daily basis. The Governor's Academy is a non-smoking campus.

TO APPLY

To apply for the Administrative Assistant, Dean's Office 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.