Division: High School (HS)
Position: High School Secretary
Reports to: Secondary Principal & HS Deputy Principal
Working Hours: From 7.30 AM or 8.00 AM to 4.30 PM or 5.00 PM respectively as per team schedule, Monday through Friday (8-hour work day plus 1-hour lunch break)

Position Overview
The HS Secretary is the first point of contact for students, teachers and parents alike with regard to the day-to-day operations of the High School. S/he/they is the face of UNIS, managing communications online, face-to-face and on the telephone. The person who holds this role is able to manage multiple tasks simultaneously, is flexible, demonstrates a sense of humour, and is able to manage numerous simultaneous demands. The HS Secretary is assigned to support the work of the HS Deputy Principal.

General tasks:
- Be the point of contact for High School Office
- Create and keep accurate daily attendance and maintain readiness for safety evacuations
- Assist and support parents/teachers/students with a variety of tasks
- Assist the Deputy Principal with creating student schedules on Veracross
- Take careful attendance of all students each morning and manage late arrivals / early departures to ensure student safety in case of emergency
- Schedule and manage appointments for High School Leaders
- Support Secondary Principal or Deputy Principal with translation, travel reservations, or in attending meetings if required
- All other responsibilities and tasks as assigned by the Supervisors

Shared tasks:
- Create and organize files for new students/family and teachers
- Distribute calendar, locks, books and other school documents
- Review HS students’ report cards and follow up with teachers
- Print and distribute field trip forms to all homerooms; Collect field trip forms, copy of passports and visa from students; Follow up with teachers, students, parents on incomplete forms
- Sort and collate field trip forms and other related documents into folders for each grade, SOS clinics, nurse and office
- Generate MSHS conferences/sign up/book rooms

Updated on May 10, 2024
● Send formal communications to all MSHS parents regarding reports, tests, conferences, news etc

Examples of Functional/Personal tasks (not exhaustive):

● Update email distribution groups for all staff groups
● End of year leaving students: work with staff of library, admissions, teachers, BO, Tech Support to make sure that they return all school property/pending items to school before departure
● Assist end of year activities
● School function planning
● Plan, organize, monitor school budget
● Schedule substitutes
● Create new class schedule, data entry for schedule; Print schedules and class lists for teachers and students
● Backup for counselor: moving files for leaving/withdrawing students
● Prepare Student Reports + MAP + ISA Tests and file into students’ files
● Check attendance, prepare and maintain attendance clipboard during fire drills

Key Competencies:

Technical capacity

i. **Education / qualification**
   ● University degree

ii. **Experience**
   ● Experience in a similar role, preferably in a large international organisation where English is the primary communication language

iii. **Technical knowledge**
   ● Strong organizational and follow-up skills
   ● Customer service skills
   ● Proficiency in Google Suite
   ● Data and information management skills
   ● An additional language, especially Korean, would be an asset
   ● A sense of humour

Stakeholder responsiveness

i. **Relationship building**
   ● Demonstrates an understanding of Stakeholders’ needs and expectations
• Shows respect for Stakeholders at all times
• Demonstrates consideration for Stakeholders’ time by being well prepared
• Gives timely and appropriate feedback to Stakeholders
• Builds positive, harmonious and professional relations with Stakeholders’
• Develops an understanding for Stakeholders’ circumstances
• Identifies the appropriate person from Stakeholders’ to elicit right information
• Shows consideration for Stakeholders in making requests

ii. Professional Judgment
• Applies knowledge gained from own and others’ experience
• Provides stakeholders with sound advice
• Judges when to refer to others for advice
• Adapts quickly to stakeholders needs and expectations
• Anticipates stakeholders problems and is proactive with providing solutions

Management skills

i. Team
• Co-operates with fellow team members to add value to work
• Communicates effectively with others so as to not double up on work
• Offers help to others when excess capacity is available
• Shares knowledge and information
• Discusses problems and issues with colleagues to learn from their experiences
• Shows interest in others’ work to develop team spirit and greater understanding of UNIS

ii. Task
• Listens to requests and responds promptly
• Remains on schedule with all work
• Ensures is always well prepared by planning and setting priorities
• Understands scope of job
• Delivers professional advice within scope of experience

iii. People development
• Is clear with instructions and expectations
• Helps junior staff understand what is important

iv. Problem solving
• Takes a logical approach to work and work issues
• Makes best use of available information
• Thinks through problems and possible solutions and tries to solve independently
• Learns from past experiences and applies to new situations
• Identifies problems in the early stages

Personal effectiveness

i. **Drive & commitment**
• Displays a positive attitude
• Demonstrates pride in UNIS
• Manages time effectively to increase work efficiency
• Is seen to be conscientious
• Works hard to achieve required results
• Strives to improve own performance
• Accepts constructive criticism and uses it to improve performance

ii. **Attitude**
• Presents a professional and positive image of UNIS
• Dresses appropriately
• Is punctual and manages own time effectively
• Seeks guidance and feedback from others
• Actively seeks to improve technical skills by seeking and responding positively to feedback

Social skills

i. **Communication skills**
• Superlative written and spoken English and Vietnamese communication skills
• Actively listens to others
• Adapts behaviour and communication style according to different Stakeholders’ needs and expectations

ii. **Social Confidence**
• Develops and maintains a network of contacts within UNIS

Applications are encouraged by Monday, May 20th.
We reserve the right to fill the position before should the right applicant present themselves.