



Title: **Executive Assistant to the Head of School**
Reports to: Head of School
Status/Hours: Full time, 40 hours per week. Normal business hours are M-F, 8:00 a.m. – 4:30 p.m. Additional hours may be required. Schedule may vary according to Head of School or Salisbury School needs.
FSLA: Exempt
Classification: Staff
Date: December 2024

Position Summary

The Executive Assistant to the Head of School is a critical position for the school, the Head, the Senior Leadership Team, and the Board of Trustees to operate effectively and to create the environment within which students, faculty, and staff can flourish. The Executive Assistant will work in close collaboration with the Head of School and is responsible for providing confidential executive level support to the Head of School, the Board of Trustees, and the School's Senior Leadership Team.

Key Responsibilities

- Proactively prepare and manage the Head of School's schedule and calendar
- Manage email traffic, calls, and visits to the Head of School's office, handling them when possible and appropriate
- Coordinate all travel for the Head of School
- Complete and process Head of School's expense reports
- Serve as liaison with the Chair(s) of the Board of Trustees and the full Board
 - In collaboration with the Alumni and Development Office, drive agenda-setting and logistical planning for Board meetings
 - In consultation with the Board Secretary, prepare Board of Trustee meeting minutes and update by-laws for voting
 - Prepare and send all materials for Board meetings
- Coordinate with the Head of School to manage projects, meetings, and correspondence to be complete.
- Aid Head of School in managing leadership team and meeting agendas
- Maintain all files in the Head of School's office in coordination with the Business Office, the Director of Human Resources, and the Alumni and Development Office according to the School's document management and retention efforts

- Work closely with the Director of Dining Services to support the planning and execution of campus social events hosted by the Head of School
- Coordinate and collaborate with all Departments to ensure the efficient and effective administration of the Head of School's office. This includes regular communication with members of the leadership team to facilitate their interactions with each other and with the Head of School and the Board
 - Update databases for NEASC, CAIS, NAIS and TABS
 - Maintain subscriptions for periodicals, magazines, Paperless Post and other digital tools
- Coordinate with other offices and administrative assistants during periods of intense administrative activity such as Trustee meetings, Convocation and Graduation, Parents' Weekend, Alumni Weekend and Cum Laude.
- Support the Head of School's spouse in her roles at the School
- Perform other duties as required

Qualifications

- Prior executive level support
- Strong written and oral communication skills
- Ability to maintain confidential information
- Strong customer service orientation
- Extremely organized; ability to prioritize and manage multiple competing projects on a daily and weekly basis
- Working knowledge of Microsoft Office, including Outlook, Word and Excel; ability to complete mail merges
- Experience with Google Calendar and Gmail is a plus
- Familiarity with Blackbaud and Veracross database software preferred but not required

Key Attributes

- Professionalism
- Sense of humor
- Strong work ethic
- Problem solving capability
- Strong ability to plan and organize
- Attention to detail
- Diplomacy and Tactfulness a must
- Ability to anticipate problems or conflicts in advance

**Interested candidates should submit a resume and cover letter to:
M. Donecker, Director of Human Resources at mdonecker@salisburyschool.org**