

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Administrative Assistant, Upper Division Deans' Office

Start Date: August 24, 2026

The Administrative Assistant helps to ensure that all aspects of student life run smoothly. They help the Grade Deans and Dean of Students in both short-term and long-term planning of student events; help to maintain the clubs and publications online platform; process paperwork and manage the finances of student clubs and publications; answer questions from students, parents, faculty, and staff; cooperate with other members of the office staff in the performance of group tasks; understand in detail the many aspects of student life in the Upper Division; and consult regularly with the Grade Deans and Dean of Students.

A successful candidate will have excellent computer skills and a willingness to learn systems that they may not be familiar with (i.e., Microsoft Office Suite, Google Workspace Applications, Finalsite, Veracross, etc.). They must be detail oriented, well-organized, and possess excellent communication skills. We are seeking to fill this position with someone who is able to work independently to anticipate and solve problems, and who is willing to seek input or guidance as needed. They should have a positive, cheerful demeanor and enjoy working cooperatively with other members of the School community. This is a full-time, 10 month support staff position. The expected salary range for this position is \$55,000 to \$75,000, with the final determination based on experience, education level and other job-related factors.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2025, the School enrolls 1,823 students from 149 zip codes, primarily representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. For 2025-26, 87% of students N-12 reported optional race and/or ethnicity information. Of that group, 60% identify as students of color, 38% identify as White non-Hispanic/Latine, and 2% identify as international. Just over 49% of our students identify as girls, 50% of our students identify as boys and a third group expresses a different gender identity. Approximately 17% of our current students receive Financial Aid to attend Horace Mann. Thirty-seven percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latine. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's most recent \$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, to delve deep into their areas of interest, and to become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school's extensive extracurricular programs, students work with faculty members to pursue their passion for service and social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should submit a resume and cover letter to: employment@horacemann.org