



Administrative Assistant to the President/Head of School

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls is seeking a full-time Administrative Assistant to the President/Head of School. This individual will manage complex scheduling, coordinate meetings and events, facilitate communication with internal and external constituents, and handle confidential matters with care and sound judgment. The role requires attention to detail, flexibility, and a deep appreciation for the values and rhythms of our school community. This position operates in a professional school environment and requires occasional evening or weekend hours for events and meetings. The selected candidate will receive a competitive benefits package.

Responsibilities:

The essential functions include, but are not limited to, the following:

Executive Support

- Manage the President/Head of School's calendar, including scheduling meetings, events, and travel arrangements
- Prepare correspondence, reports, presentations, and other documents on behalf of the President/Head of School
- Serve as a primary point of contact for internal and external constituents
- Prioritize and manage incoming communications, including emails and phone calls

Office Coordination

- Coordinate logistics for meetings, including agendas, materials, and minutes
- Support Board of Trustees activities, including meeting preparation and documentation
- Maintain confidential files and records with a high level of discretion
- Oversee special projects as assigned by the President/Head of School

Communication & Relationship Management

- Facilitate communication between the President/Head of School and faculty, staff, parents, students, and external partners
- Assist in drafting and editing school-wide communications
- Represent the President/Head of School's office with professionalism and warmth

Event & Project Support

- Assist in planning and executing school events involving the President/Head of School
- Coordinate details for on-campus and off-campus engagements
- Support advancement, admissions, and other departments as needed for collaborative initiatives

Requirements & Qualifications:

- Bachelor's degree or equivalent experience preferred
- Administrative experience, ideally supporting senior leadership
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication abilities
- High level of discretion and ability to handle confidential information
- Proficiency in office software (e.g., Microsoft Office, Google Workspace)
- Experience in an educational or nonprofit setting is a plus
- Passion for working with students, families, colleagues within a vibrant and diverse community
- Professional, polished, and approachable demeanor
- Strong problem-solving skills and attention to detail
- Ability to work independently and anticipate needs
- Flexibility and adaptability in a fast-paced environment
- Compatibility with the school's values, culture, and community
- Ability to pass periodic background, drug and alcohol screenings

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time
- Must be able to constantly operate a computer and other office machinery
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels within the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move, and handle equipment or boxes weighing up to 20 pounds
- Must possess basic mathematical skills: addition, subtraction, multiplication, and division

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.