

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

ICIE Administrative Assistant – Office for Identity, Culture and Institutional Equity

Start Date: August 24, 2026

The Office for Identity, Culture, and Institutional Equity (ICIE) is a three-person team responsible for working towards a sense of connection for every community member. Horace Mann School, an independent day school serving over 1,800 students in grades N-12, welcomes candidates for a full-time, 10-month position as the Administrative Assistant of the Office for Identity, Culture, and Institutional Equity, beginning August 24, 2026. Reporting to the Director of the Office for Identity, Culture, and Institutional Equity, the Administrative Assistant helps to ensure that all aspects of the ICIE Office run smoothly.

The expected annual salary range for this position is \$55,000 - \$75,000, with the final determination based on experience, education level, and other job-related factors. This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibility associated with the position.

Responsibilities Include:

- Understanding in detail the many aspects of the ICIE Office.
- Managing a large and complex set of calendars for meetings and events.
- Organizing and maintaining detailed digital records and physical storage systems.
- Managing all clerical duties including but not limited to purchase orders, invoices, reimbursement forms, permission slips, transportation logistics, supplies, mail, finances and budget documentation.
- Collaborating with a large number of varied constituents throughout the school
- Handling confidential matters with extreme discretion and confidentiality.
- Answering questions from students, parents, and employees.

Qualifications Include:

Work experience:

- Bachelor's degree and 2-3 years of administrative office experience
- Prior experience working in schools preferred
- Excellent written and verbal communication skills
- Proficiency in digital systems such as Google Workspace, Veracross, Brightly, CaterTrax, etc.
- Organization of both digital and physical systems with exceptional attention to detail
- Effectively working in a dynamic, fast-paced, and flexible work environment
- Demonstrated ability to take initiative, anticipate and solve problems, juggle competing priorities, and seek input and guidance as needed

- A commitment to examining one's own practice using a growth mindset towards areas of improvement.

Physical and cognitive qualifications include the ability to:

- communicate clearly and engage with empathy.
- assess and present quantitative and qualitative data in an understandable way to track progress.
- independently meet deadlines and execute multiple on-going tasks through to completion in a timely manner.
- collaborate on processes and systems in an organized, efficient, and data-informed manner.
- sit in a stationary position for prolonged periods of time.
- consistently operate a computer and other office machinery such as computer printers and video and voice telecommunications.
- occasionally travel to attend conferences and events in other cities by airplane and/or car or public ground transportation.

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.

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