

**THE ST. PAUL'S SCHOOLS
POSITION DESCRIPTION**

TITLE: Executive Assistant to the President/Board of Trustees

DIVISION/DEPARTMENT: Administration/President

REPORTS TO: President

CLASSIFICATION: Full-Time, 12 months

The St. Paul's Schools are a family of independent, college-preparatory schools serving more than 1,300 students—infants through grade 12—on a single 120-acre campus in Brooklandville, Maryland. We are coeducational in the Preschool and Lower School divisions with single-gender Middle and Upper Schools. The St. Paul's Schools educate hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We deepen students' knowledge and nurture their intellectual curiosity so that they can achieve their best and serve in the world with confidence and compassion.

POSITION SUMMARY:

The newly-created position of Executive Assistant to the President/Board of Trustees will commence on July 1, 2019, and will assist the newly-appointed President of The St. Paul's Schools. The major responsibilities for the Executive Assistant will be: support the President in the unification of The St. Paul's Schools, support the President in the on-going leadership of The St. Paul's Schools, and assist a volunteer Board of Trustees with administrative support for their effective meetings.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provides administrative and secretarial support for the President, which includes: phones, correspondence, filing, and effectively communicating with all constituencies.
- Maintains the President's appointments and coordinates meetings and events.
- Serves as a communication liaison between the President and the President's Cabinet members. Schedules and attends the President's Cabinet meetings.
- Coordinates many pieces of information flowing to and from the President.
- Provides administrative and secretarial support for the Board president and members of the Board of Trustees which includes:
 - Scheduling meetings, sending agendas, reminders, distributing meeting minutes and materials for all Board and committee meetings.
 - Maintaining Board roster and members' files, attending Board meetings, maintaining attendance and minutes.
 - Coordinating New Trustee Orientation and Trustee Day.
- Coordinates School-related social events, hosted by the President or the Board, that take place at Ivywood or another location.
- Maintains confidential employee records.
- Other duties as assigned and necessary for the function of the Office of the President.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Education: Bachelor's degree from an accredited institution.
- Experience: Minimum of 10 years working in a professional setting.

- Professionalism: Able to maintain strict confidentiality in all matters.
- Office Skills: Proficient with Microsoft Office Suite, text messaging, and other Internet-based applications, and having good communication with internal and external people.
- Communication: Must possess excellent writing and speaking skills, and present a calm, professional demeanor.
- Organization: Must be able to track many projects and tasks at the same time.
- Additional Skills (desired but not required): Previous experience as an Executive Assistant in a school, experience working with Board members, ability to solve problems where there may not be a policy, familiarity with major social networks, and a sense of humor.

PHYSICAL REQUIREMENTS: While performing the duties of this job, physical demands may include:

- Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
- Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting.
- May require occasional lifting of objects up to 10 pounds.

SPECIAL NOTES:

1. Efforts will be made to respect traditional work-week hours, in accordance with the normal business of The St. Paul's Schools. However, the President may need assistance (information via cell phone or in-person support) outside of normal business hours. When it is possible to anticipate this happening, the President shall give a minimum two-days notice of this need to the Executive Assistant.
2. The President and the Executive Assistant shall schedule a six-month review of this Position Description to occur after January 1, 2020, to discuss modifications as needed. This is separate from a performance evaluation of the Executive Assistant, which shall occur in the normal School timetable for staff evaluations.
3. This position, and all positions at The St. Paul's Schools, requires the successful completion of a background check which includes: verification of employment history and educational degrees earned, and criminal background (with specific attention to any crimes related to children, and convictions for any crimes).

To Apply

Interested candidates should submit an application, cover letter and resume via the following link: <https://www.stpaulsschool.org/page.cfm?p=7663&LockSSL=true>

St. Paul's School is an equal opportunity employer.