St. Joseph's Preparatory School

POSITION TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE PRESIDENT AND PRINCIPAL

DEPARTMENT: OFFICE OF THE PRESIDENT AND PRINCIPAL

FLSA STATUS: EXEMPT

REPORTS TO: PRINCIPAL AND PRESIDENT

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment. Our hope is that our students, regardless of race, color, religion, gender, sexual orientation, national origin or disability, see themselves in who we hire and value. We stay true to our Jesuit mission and the city of Philadelphia by fostering a community where no one is on the margins and everyone knows they are loved, guided, and never alone.

St. Joseph's Preparatory is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective school serves nearly 1,000 young men. Our goal is to help our students become men for and with others. The Prep develops men of intellectual distinction, faith and integrity who are loving, open to growth, and committed to social justice and community service.

POSITION SUMMARY:

The Executive Assistant of the President and Principal's Office serves as the liaison between the President and Principal and the school. The Executive Assistant of the President and Principal's Office directs, supervises, and oversees the administrative responsibilities of the President's and Principal's offices and works closely with the President, Principal and other members of Administration, including members of the President's Leadership team. Additionally, The Executive Assistant will serve as the Secretary to the Board of Trustees for the board's quarterly meetings and manage scheduling all associated committee meetings and posting related board materials on the board portal.

Responsibilities include daily and cyclical operations of the principal's office including: planning and executing annual projects and events, and weekly communications to students and families during the academic year. This is a 12-month position.Typical work hours are from 7:30 a.m. until 3:30 p.m. each day during the academic year with the occasional need to work later and on weekends as needed.

KEY RESPONSIBILITIES:

Daily/Weekly:

- Organize meetings and functions that are the responsibility of the Office of the President and Principal.
- Maintain the academic calendar; coordinating with multiple departments. Update the calendar throughout the year.
- Coordinate weekly and cyclical communications from the principal's office.
- Proofread and/or finalize documents drafted by the principal.
- Maintain the president and principal's calendars.
- Communicate on behalf of the president and principal when they are unavailable to students, parents, faculty and staff.
- Review and reconcile expenses incurred by the president and principal's office or made with SJP credit card, and submit expense reports to the Finance Office.
- Screen and direct phone calls for the president and principal, maintain the offices' mail and physical files, and assist with clerical tasks as needed.
- Support the main office manager and the principal's team needed.

- Protect the integrity of students, faculty, staff, administrators, alumni and the institution as a whole by maintaining confidentiality in all matters related therein.

Annually:

- Organize the opening of school activities for colleagues based on meeting agendas.
- Prepare and administer the Student Classroom Experience Survey for the principal's office each semester. Prepare a unique electronic survey link for each teacher. Communicate the process of the SCES to department chairs and teachers.
- Plan and execute the National Honor Society Honors Convocation assembly:
- Direct the end-of-year events (Ring Mass, End of Year Colleague Recognition, Baccalaureate and Commencement weekend).
- Serve as liaison between the school portrait vendor and the school. Arrange annual school portraits for seniors, underclassmen, and staff.
- Production of letters and correspondence related to the End of Year events.

SECONDARY FUNCTION:

The secondary function of this position is to lend administrative assistance to Prep faculty/staff, students, parents, and most visitors. Tasks vary, but include:

- Provide support to the principal's team and main office manager - daily announcements, mid-term and final exam administration.
- Assist the assistant principal(s) and co-workers with other projects on an as-needed basis
- Assist staff with shipping needs.
- Place office supply orders.
- Distribution of various materials to students and/or staff.
- Assist students with specific needs.
- Maintain miscellaneous paperwork for staff and students.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's degree preferred.
- Ability to manage sensitive workplace information with the utmost confidentiality and maintain an even-tempered, professional presence across all levels of the organization.
- Excellent verbal and written communications skills.
- Demonstrated ability to multi-task.
- Strong technology skills.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Works in a fast paced, dynamic environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- May be required to do light physical work (assembling, lifting, packing, and carrying).
- Work primarily in a traditional climate-controlled office environment.

Application Process: Qualified applicants should submit a pdf version of their resume with a brief cover letter including three references to: Office of Human Resources at: hr@sjprep.org.

EQUAL OPPORTUNITY EMPLOYER