



## Job Description- Senior Administrative Assistant

**TITLE:** Senior Administrative Assistant

**REPORTING TO:** President

**STATUS:** Hourly, Non-Exempt

**EMPLOYEE CLASSIFICATION:** Full-Time, Benefit Eligible

**PAY RANGE:** \$26.00 – \$31.00

### **SUMMARY:**

The Senior Administrative Assistant plays a critical role in supporting the school president in managing complex administrative tasks, communications, and various duties related to the smooth operation of the school. It typically includes a wide range of responsibilities to ensure the smooth operation of the President's office and Main Office. The Senior Administrative Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Senior Administrative Assistant also serves as a liaison to the board of directors and leadership teams. This role requires exceptional organizational skills, effective communication, and the ability to work with various stakeholders within the educational institution.

### **JOB FUNCTIONS:**

1. Administrative Support
  - i. Anticipate needs and priorities in advance and proactively handle them
  - ii. Handle all administrative and clerical details
  - iii. Plan, coordinate, and lead activities or projects as assigned
  - iv. Develop/implement office procedures to ensure complete, efficient and timely operations
  - v. Provide general administrative support, such as photocopying, faxing, and ordering supplies.
  - vi. Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
  - vii. Maintain and organize electronic and physical files, documents, and records. Ensure confidentiality and security of sensitive information.
  - viii. Manage expense reports, receipts, and reimbursement processes for the President.
  - ix. Ensure that institutional financial controls are followed when handling the President's budgets and expenses
  - x. Make travel arrangements, including booking flights, hotels, transportation, and itineraries.
2. Board of Directors Support
  - i. Arrange and handle all logistics for Board meetings and events: schedule meetings; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary.
  - ii. Coordinate calendars, travel arrangements, transportation, conference calls, meals, supplies, etc. for board members in conjunction with campus meetings
  - iii. Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
  - iv. Organize and maintain Board documents and files.
3. Calendar Management:
  - i. Manage the President's calendar, including scheduling meetings, appointments, and travel arrangements. Plan, coordinate, and ensure the President's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.



- ii. Works closely and effectively with the President to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
4. Meeting Coordination:
  - i. Coordinate, schedule, and attend a variety of meetings; preparing and sending out notices of meetings, publishing agendas; producing materials for and keeping minutes of meetings with president, in addition to meetings with board of directors
  - ii. Coordinate all aspects of luncheons and dinners held on and off campus for visitors such as: board members, visitors from college campuses and city officials
5. Phone and Communication:
  - i. Handle communications of all types between the president's office, board members, the provincial council and parents, alumni and/others
  - ii. Coordinate the flow of communication between president and all associated persons/departments
  - iii. Handle phone calls and messages, ensuring important calls are directed to the President, Main Line, Admissions, Human Resources, and Advancement. Act as a liaison between the President, Human Resources, Admissions, and staff.
  - iv. Receive visitors, including administrators, staff, parents and the public, and providing information or directing to appropriate personnel; providing detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required
  - v. Help President in prioritizing email inbox and other messages
6. Research and Information Gathering:
  - i. Conduct research on various topics and compile data or reports for decision-making.
  - ii. Research and compile a variety of information from different sources; computing statistical information; analyzing, processing, and evaluating a variety of information related to assigned functions for president and board of directors.
  - iii. Compose independently a variety of written materials including reports, presentations, inter-office communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, board documents and other materials; establishing and maintaining a variety of office files
7. Project Assistance:
  - i. Assist with special projects and initiatives as assigned by the President (e.g. HR audits, Financial Aid Audits/Processing, etc.)
8. Confidentiality:
  - i. Handle sensitive and confidential information with discretion and professionalism.
9. Prioritization:
  - i. Prioritize tasks and responsibilities to ensure the most critical matters are addressed promptly.
10. Other Duties:
  - i. Complete other duties as assigned by the president to support his responsibilities.



## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Proven experience providing complex administrative support in a high-profile environment with tact and diplomacy. Discretion and the ability to maintain confidentiality.
- Proficiency in telephony, scanning, copying, and other standard office equipment.
- Excellent organizational and time management skills.
- Strong communication (written and verbal) and interpersonal skills.
- Attention to detail and the ability to manage multiple and competing deadlines.
- Problem-solving and critical thinking abilities.
- Work independently with minimal direction
- Analyze situations accurately and adopt an effective course of action
- Ensure efficient and timely completion assignments, projects and activities
- Establish and maintain cooperative and effective working relationships with others
- Understand and resolve issues, complaints or problems with clarity and consideration for others
- Interpret, apply and explain rules, regulations, policies and procedures

## **EDUCATION AND EXPERIENCE REQUIRED:**

- Three or more years of experience supporting senior level personnel, preferably in a school or non-profit organization
- Proficiency in office software, including Microsoft Office Suite, Teams and Google Workspace.
- Bachelor's degree highly desirable

## **PHYSICAL DEMANDS/ WORKING CONDITIONS:**

The role of a Senior Administrative Assistant typically operates in an office environment, often in close proximity to the President they support. While performing this job, the employee is regularly required sit for prolonged periods of time, occasionally walk about the campus and lift up to 25 lbs. The employee is required to use a computer for prolonged periods of time. The job may require occasional evenings, overtime, and weekends.

**REASONABLE ACCOMMODATIONS.** The School will provide reasonable accommodations to qualified individuals with a disability in order to enable them to perform the essential functions of this job.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.



**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

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Employee Signature

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Employee Name

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Date

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Manager Signature

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Manager Name

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Date