



New Hampton School

EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL

New Hampton, NH

START DATE: May 13, 2024

Mission:

New Hampton School cultivates lifelong learners who will serve as active global citizens

Vision:

Empowering students to solve the world's toughest challenges

Core Values:

Respect and Responsibility



Job Summary:

The Executive Assistant to the Head of School, reporting directly to the Head of School, supports the Head's leadership role and serves as the key liaison between the Head of School and multiple internal and external School constituencies. A proven collaborator who is flexible and embraces a fast-paced environment, the Executive Assistant supports the Head's daily operation of the school, leading from the middle to offer guidance and direction at times of need. The Executive Assistant to the Head is self-motivated, professional, and comfortable with a certain level of ambiguity. The Executive Assistant is approachable, managing confidential situations with discretion, respect and sensitivity.

In addition, the Executive Assistant, serves as a mentor for all support staff at the School.

Head of School and Administrative Team Support:

- Manage, schedule and maintain meetings and appointments for the Head of School and Assistant Head of School
- Draft, assist with, edit and archive all written and electronic correspondence
- Manage Head of School travel plans and logistics in collaboration with Advancement Office
- Assist in planning Admin Team agendas and events
- Act as a guide, resource and sounding board for the Head of School and Assistant Head of School
- Assist Head of School and Assistant Head of School with Administrative level hiring and search logistics including scheduling interviews, providing travel support, etc
- Greet visitors to the Head's Office and manage traffic flow
- Receive incoming calls, monitor email communication and handle postal mail

- Update administrative rosters annually with NAIS, TABS, NEASC & AISNE
- Manage office supply needs for the Head of School suite, including letterhead and birthday/note cards
- Provide weekly list of student, employee and trustee birthdays to Head of School for acknowledgement



Board of Trustees Support:

- Function as primary liaison with Board of Trustees
- Maintain files, folders and rosters on Trustee web portal
- Take minutes at quarterly Board of Trustee Meetings and monthly Executive Committee conference calls; distribute and archive them
- Assist with additional work for Buildings & Grounds and Program Committee as needed, including scheduling, taking minutes, distributing and archiving meeting materials
- Plan set-up and execute logistics for quarterly Board of Trustee meetings including preparing materials, polling attendance, reserving hotel room blocks and planning meals
- Create and execute New Trustee Orientation schedule and provide welcome materials to new members of the Board of Trustees
- Maintain Trustee contact lists and electronic list serves
- Maintain subscriptions such as Independent School magazine for Board of Trustees and administrators

Additional Tasks:

- Work collaboratively with Director of Human Resources for Employee Appreciation recognition on an annual basis
- Coordinate annual Years of Service celebration including recognition gifts, soliciting appropriate speakers, and in-house certificates

Physical Work Environment:

- Must have the ability to meet the physical demands of sitting or standing for prolonged periods of time at a desk or computer workstation, and using repetitive arm, hand and finger movements as required for computer input
- Must have the ability to work in a semi-open office setting with frequent in-person interaction and numerous interruptions
- Must have the ability to manage multiple projects at one time and to set priorities as needed
- Must have the ability to travel to appropriate training and collegial meetings

Event Management:

- Manage all logistics and execution of Commencement
- Conduct post-event evaluation and debrief of events with Head of School and Administrative Team
- Coordinate venue and food arrangements, invitations and mailings, program content and materials, and budgets for all Head of School Office events
- Coordinate internal and external communications related to each event
- Work with staff to determine creative ways to correspond with event attendees. Execute timely event follow up including emails, videos and pictures



Skills and Abilities:

- Strong organizational, task management and problem-solving skills
- Attention to detail, accuracy and adaptability
- Friendly, calm and helpful demeanor
- Demonstrates a level of professionalism and steadiness that reflects positively on the Head of School's Office
- Embody and communicate the school's mission and core values
- Ability to communicate effectively orally and in writing
- Ability to solve problems, effectively and efficiently in a service-oriented manner
- Maintain confidentiality of employee and school information at all times
- Proficiency with Microsoft Office Suite and other necessary software tools
- Bachelor's degree preferred

HOW TO APPLY:

New Hampton School has partnered with Dovetailed on this search. Interested candidates should email a cover letter addressing their interest in joining the New Hampton School community (addressed to Director of Human Resources Theresa Hill), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com.