BUILDINGS & GROUNDS ADMINISTRATIVE ASSISTANT SEARCH

START DATE: IMMEDIATE

POSITION OVERVIEW

HACKLEY SCHOOL is seeking an Administrative Assistant for the Buildings & Grounds Department.

The role of the Buildings & Grounds Administrative Assistant is to provide support to the Director, Assistant Director and the Department, and to ensure the office runs effectively and efficiently. The Administrative Assistant will understand and ensure office compliance with School policies and procedures, make recommendations for improvements, and develop workflow processes to improve office organization and productivity. The Administrative Assistant will be the primary point of contact for internal and external constituents and will provide excellent customer service and represent the department at a high level.

The Administrative Assistant reports to the Director of Buildings & Grounds, while also supporting and working collaboratively with the Assistant Director of Buildings & Grounds.

Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.

MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

ROLE RESPONSIBILITIES

The B&G Administrative Assistant's responsibilities include, but are not limited to:

- Providing clerical support for the Director and Assistant Director, which may include calendar maintenance, meeting set-up and preparation, travel arrangements, purchasing, mail and package processing, file maintenance, and other organizational tasks for the department, as needed.
- Acting as the primary administrator of the School's work order maintenance management system (Asset Essentials); ensuring that work orders are received, assigned and completed in a timely manner; and tracking open work orders and following up with personnel, as needed.
- Working collaboratively with other departments and divisions to coordinate various events on campus, ensuring work orders are submitted for set-ups and break-downs and identifying any rental needs in advance.
- Serving as a member of the campus-wide Logistics and Planning Committee.
- Supporting bi-weekly processing of payroll for the Buildings & Grounds Department in conjunction with Human Resources and tracking employee time off for use and scheduling.
- Receiving and coordinating invoices for approval from the appropriate administrator. After approval, processing invoices for Accounts Payable to ensure timely payment.
- Participating in daily walk-throughs of the campus and residential grounds for property inspections to assess maintenance needs and coordinate repairs.
- Coordinating with the Custodial team to ensure the timely completion of work requests and preparations for upcoming events.
- Collaborating with campus Leadership to support all emergency protocols, including campus fire and lockdown drills
- Tracking expenses for capital projects, working closely with the Director of Operations and Campus Planning to ensure appropriate budgeting and reconciliation of project-related expenses.
- Reconciling department budgets received from the Finance Office and working closely with the Director to manage financial resources.
- Coordinating, maintaining vehicle registrations and inspections, and managing the reservation calendar for all school-owned vehicles, working collaboratively with other departments and vehicle users.
- Developing and maintaining, in collaboration with Operations and Campus Planning, an annual calendar of monthly tasks and compliance requirements to assist with future planning and providing a system of organization for known needs and activities.
- Serving as the primary contact for Buildings & Grounds, answering the phone and responding to emails and work orders. Preparing campus communications regarding the work of Buildings & Grounds, as needed.
- Completing other tasks and related duties as assigned.

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. The B&G Administrative Assistant should have:

- High school diploma required, with some college credit preferred
- Proven administrative experience (3-5 years preferred)
- Bilingual candidates preferred (English, Spanish)
- Highly effective organizational, planning and interpersonal skills
- Demonstrated experience in successfully providing high-level quality customer service
- Competent computer skills, including knowledge of Microsoft, Google Suite, etc.
- Ability to identify challenges and make recommendations for improvement
- Exceptional written and verbal communication skills
- Collaborative style with commitment to high ethical standards
- Demonstrated experience working independently, organizing their own work and coordinating the work activities of others
- An interest in and commitment to fully engaging in the Hackley community
- Ability to maintain a professional and respectful relationship with all constituencies; willingness to listen, share ideas, think critically and grow professionally
- Ability to give and receive feedback with grace and humility
- Flexibility, kindness, open-mindedness and a sense of humor

SALARY AND BENEFITS

The salary range for this 12-month staff position is $61,000 to $67,000.

Hackley School offers a comprehensive benefits package that includes a medical, dental, and vision package; sick and vacation time; life insurance, AD&D, and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on-campus housing, as well as an attractive 403(b) retirement plan, support for professional development, meals in our dining hall, and much more. Learn more about Hackley at www.hackleyschool.org.

HOW TO APPLY

Please complete the online application form available at this link: APPLY NOW.

POSITION STATEMENT: Hackley School • B&G Administrative Assistant Search • Start Date: Immediate