



EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL SEARCH

START DATE: IMMEDIATE

POSITION OVERVIEW

HACKLEY SCHOOL seeks an Executive Assistant to the Head of School. This role provides critical administrative support to the Head of School and Board of Trustees through leveraging institutional resources and systems to ensure that the Head and Board can operate effectively and efficiently in their leadership roles.

The Executive Assistant must develop strong, trusting relationships with community members, while also cultivating an appreciation for and understanding of Hackley's unique culture. By learning about all facets of School and Board operations, the Executive Assistant to the Head of School can carry out and anticipate responsibilities.

The Executive Assistant is a key partner for the Head of School to ensure that the Head's time is spent productively working with and on behalf of students, employees and the institution. To that end, the Executive Assistant must successfully utilize a range of technology platforms in use at Hackley. Based on the nature of the work and the office, the Executive Assistant is entrusted with confidential and sensitive information, requiring discretion and sound judgment as integral characteristics to the role.

The Executive Assistant to the Head of School reports directly to the Head of School.



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.

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.

POSITION STATEMENT: Hackley Executive Assistant to the HOS Search • Start Date: Immediate

ROLE RESPONSIBILITIES

Hackley's Executive Assistant to the Head of School will:

- Support the Head of School in all operational areas and, as requested by the Head of School, lend administrative support to members of Senior Administrative Team to ensure the continued smooth operation of the School.
 - Serve as a critical conduit of information to and from the Head of School and trustees, alumnae, faculty, staff, families and students.
 - Manage the Head of School's calendar by prioritizing an active, dynamic schedule of appointments with good judgment and discretion.
 - Prepare documents for meetings.
 - Keep the Head of School on schedule throughout the day.
 - Support the Head of School's work with the Board of Trustees, including:
 - Maintain an accurate directory of addresses and committee assignments.
 - Support new trustee onboarding.
 - Assemble board materials and oversee all aspects of the Board portal.
 - Take meeting minutes for all Board of Trustee meetings.
 - Support management of trustee documents (e.g. conflict of interest, confidentiality agreement).
 - Communicate proactively with Trustees on a range of Board items and logistics.
 - Track, maintain, and reconcile credit card and budget reports.
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- Lead preparations for numerous school-wide ceremonies, such as Commencement, Cum Laude Society induction and Class Day:
 - Manage timely creation, proofing, and printing of invitations and programs.
 - Ensure all event details are planned out and communicated well in advance.
 - Arrange for all awards and certificates to be handed out.
 - Coordinate travel, hotel and conference registrations for numerous areas of School life, including:
 - Any professional travel for the Head of School.
 - Professional development for faculty and staff in coordination with the Director of Academic Affairs.
 - Any travel and lodging details for prospective employees or guest speakers.
 - Serve as a welcoming and effective representative of the Head of School's office.
 - Contribute to the School's yearly calendar building process, playing a key role in understanding the broad K-12 rhythm and identifying solutions to anticipated conflicts.
 - Perform other duties as assigned by the Head of School.

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. Hackley's next Executive Assistant to the Head of School will have:

- An appreciation for and commitment to Hackley's mission and values.
- A bachelor's degree and prior experience as an administrative assistant preferred.
- Strong technological skills — both knowledge of current platforms used and the ability to learn new systems.
- Demonstrated ability to maintain confidentiality for all relevant matters.
- Strong written and oral communications skills.
- Excellent organizational skills with a keen eye for detail.
- Flexibility, responsibility and resourcefulness, with strong time-management skills.
- Ability to work independently and creatively within established guidelines.
- Ability to maintain a proactive approach to anticipating the needs of the Head of School.
- Ability to collaborate with colleagues and constituencies from across the School community.
- Ability to prioritize competing responsibilities to meet deadlines.
- Demonstrated ability as a self-starter with ability to manage multiple projects simultaneously.
- Professional demeanor, sense of humor and positive attitude.
- Ability to occasionally work outside of the workday or work week for Board meetings and special programs and events.

HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).

SALARY AND BENEFITS

The salary range for this position is \$82,500 to \$95,000, depending on experience.

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.

