



Department: Office of the Head of School
Title: Executive Assistant to the Head of School
Reports To: Head of School

Description: MKA, one of the largest coeducational independent day schools in New Jersey, is committed to providing every student in grades Pre-K - 12 with a transformative education, in terms of both their intellect and their character. Guided by our motto - Knowledge, Vision, Integrity - the school encourages active participation in the arts, athletics and community engagement to enhance the growth fostered by our challenging academic curriculum.

MKA seeks a creative, energetic, organized and technologically capable individual to serve as the Executive Assistant to the Head of School. The Executive Assistant provides broad administrative support to the Head of School and at the Head's direction more specific support to the Chief Financial Officer, the Director of Development and the President of the Board of Trustees. The Executive Assistant to the Head of School interacts with and serves a variety of constituents, including parents, Trustees, students, alumni, volunteers, and colleagues as well as candidates for positions of employment, in a professional and courteous manner. MKA seeks applications from individuals with the professional experience and ability to contribute to MKA's continuing commitment to social and cultural diversity and inclusiveness.

As guided by its Strategic Plan, MKA is committed to promoting multicultural education, grounded in ideas of equity, anti-bias education, anti-racism, and social justice. We see multicultural education as a process of inquiry, reflection and engagement that honors students' narratives, provides a safe environment in which to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community and society, and we seek candidates who share our commitment to this process.

Daily working hours are 7:30 a.m. – 4:00 p.m. Working hours also include evening meetings and some weekend commitments.

Responsibilities

Head of School:

- Maintain confidentiality in all matters and materials.
- Act as the point of contact for the Head of School among the school community.
- Screen and direct phone calls.
- Assist with correspondence to and from the Head including issuing emails on his or her behalf.
- Manage the Head of School's calendar and appointments.
- Track daily expenses, and process all purchases.
- Assist in overseeing and reporting on Head of School budgets and prepare reports as required.
- Manage reporting requirements and other information requests for state or regulatory authorities and other professional organizations in a timely and accurate manner.
- Assist in the planning and organization of events presided over by the Head of School.
- Coordinate travel arrangements.
- Attend and take minutes for weekly Administrative Council meetings, and act as liaison with this group of administrators.
- Assist faculty and staff in general informational matters.

Head of School's Office Management:

- Manage and maintain confidential personnel files for all employees.
- Manage meeting space calendars.
- Assist in the development and maintenance of school calendars.
- Act as office manager overseeing office supply inventory and equipment.
- Oversee the employee years of service recognition program.
- Oversee the Upper School student recognition program.

Board of Trustees/Board Liaison:

- Provide administrative support for the Board President.
- Assist in the preparation, distribution, and retention of all Board materials and communications.
Including:
 - Establish the Board and committee meeting calendars with input from Head and Board President.
 - Assist with new Trustee orientation, and other Trustee training.
 - Send out all meeting notices and any supporting materials.
 - Maintain Trustee records.
 - Oversee the maintenance and retention of the school's Bylaws, Board Manual, Board Resolutions, Minutes and other corporate books and records.
- Attend and take minutes and attendance for all Board, Executive Committee and other Committee meetings.
- Act as a point of contact for all Trustees, including committee chairs. Assist in scheduling meetings and conference calls on their behalf, and coordinate their participation in school events.
- Coordinate and plan Board events.

Chief Financial Officer:

- Manage the CFO's calendar and appointments.
- Serve as the liaison to the Finance Committee (scheduling and attending meetings, distributing materials and keeping the minutes and records of the committee).
- Act as point person for all potential and new employee hires.
- Work closely with the business office and other departments to on-board and orient new employees.
- Issue and manage all employment contracts, for all new and returning employees.

Qualifications & Requirements:

- Bachelor's or Associate's degree preferred.
- At least 5 years of relevant experience in an administrative setting.
- Ability to exercise a high level of discretion and maintain absolute confidentiality.
- Commitment to social and cultural diversity and inclusiveness.
- Outstanding interpersonal skills – warm, personable, compassionate, with a good sense of humor.
- Strong written and oral communication skills.
- Excellent organizational skills and a high degree of flexibility.
- Extremely strong MS Office knowledge and skills required.
- Proficiency with the Google Suite: Gmail, Calendar, Docs, Sheet, Slides, and Drive and data management systems preferred.