



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced administrative professional to serve as an Executive Assistant in the Office of the President.

Reporting to the President, the Executive Assistant effectively executes and manages the President's schedule, travel arrangements, and event and meeting preparation materials; provides a warm welcome to all visitors and the campus community; and provides administrative support to the President, Board of Trustees, and Vice President of Advancement.

Responsibilities:

- Represent the President by welcoming visitors, reviewing correspondence, answering questions, and meeting requests directed to the President with the highest degree of professionalism.
- Provide administrative support to the President by maintaining the President's calendar while exercising independent judgment in managing time, calendar appointments, meeting materials, and travel; assist with calendar maintenance and appointment scheduling for other Administrative staff as requested.
- Arrange travel and meetings for the President by developing itineraries and agendas; book ground and air transportation; arranging lodging and meeting accommodations, often in coordination with the Advancement Office, Athletics, College Counseling, and Admissions staff.
- Provide support to assist the President for Board of Trustees (BOT) and the Executive Director of Hill-Murray Foundation for Board of Governance (BOG) meetings, special events, and other projects. Schedule and attend all BOT and BOG meetings, record minutes, publish and archive minutes; keep records of all meeting documents; schedule all BOT and BOG Committee meetings; write up and distribute electronic votes as needed and ensure a quorum is met; make sure all BOT and BOG policies are updated annually.
- Provide support on a set of general duties for the President's Office including, but not limited to, answering phones, screening calls, and providing information or appropriate referrals; prioritizing mail; organizing and maintaining office files; drafting routine correspondence for the President; working with the IT staff to ensure digital and hard file storage.
- Maintain office and hospitality supplies for the President by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies, verifying receipt of supplies and groceries. Make coffee each morning and ensure the Main Office kitchenette is neat and organized daily.
- Perform ad hoc data gathering and organizing as needed; complete annual reports for the Archdiocese and NAIS DASL.
- Provide support for special events hosted by the President's Office, including preparation of invitations, room and catering arrangements, and attendance tracking.
- Responsible for planning the annual Christmas party and Spring Anniversary party; selecting and purchasing gifts and prizes for each event; choosing the date, time, location, and menu; creating and sending timely *Save the Date* notices and invitations; tracking RSVPs and menu selections.
- Assist the IT department with office equipment, including printers, copiers, and multi-function devices. Distribute office equipment supplies when received.
- Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining the cooperation of others, monitoring progress, problem-solving, and making adjustments to plans.

- Process and reconcile invoices to ensure accuracy and timely payments; scan all invoices into the A/P software and route to the appropriate approver for payment. Manage and reconcile expenditures on the purchasing credit card.
- Post all outgoing mail and process incoming mail, and distribute it appropriately. Assign mail slots to all faculty and staff in alphabetical order.
- Maintain postage meter supplies; run monthly funds report for the Business Office.
- Record daily checks received on a deposit sheet for the Business Office.
- Send and receive all faxes.
- Order business cards for new hires, if applicable; select and order flower arrangements when necessary; order forms such as Purchase Orders, Check Requests, Facilities Requests, etc. Coordinate the Culligan Water order to ensure bottles of water are on-hand.
- Provide administrative support for teachers, including but not limited to preparing and printing daily announcements and posting to the Hill-Murray website; organize and distribute scantrons for mid-quarter and finals; manage the bell system; print color copies as requested; print monthly science wizards.
- Primary backup to the Reception desk.
- Other duties as assigned.

Qualifications

- Minimum of three years of administrative experience with a demonstrated progression in responsibilities, including contact with external constituencies. Previous experience in independent or Catholic education is preferred.
- A good understanding of English grammar and syntax.
- Bachelor's Degree preferred - three years of experience or more may substitute for a degree.
- Excellent organizational and problem-solving skills.
- Ability to maintain strict confidentiality and diplomatic professionalism.
- Ability to prioritize and handle multiple tasks simultaneously with minimum supervision.
- Must be self-directed, motivated, and welcoming with an ability to communicate tactfully and effectively with trustees, faculty, staff, students, alumni, parents, and the public.
- Exhibit flexibility and willingness to adapt to changing activities, expectations, and responsibilities.

Compensation and Benefits:

The compensation for this position is based on experience. This is a Monday - Friday, 12-month full-time, exempt 1.0 FTE position and offers complete access to Hill-Murray's Benefits package. This position requires the working hours to have a flexible start and end time depending on the President's schedule.

Application Guidelines

For consideration, please submit your cover letter and resume as one PDF to jlewis@hill-murray.org. Priority will be given to applications received by November 12, 2021. This job will be posted until filled.

All inquiries for this position should be directed to:

Jessica Lewis
 Human Resources Manager
jlewis@hill-murray.org