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## EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL

**About North Cross:** North Cross School is an independent, nonsectarian school serving students in early childhood through 12th grade from across the Roanoke Valley, the region, and the world. Our mission is to inspire a community of intellectually curious learners to think critically, act with integrity, and lead with courage.

**Position Description:** The Executive Assistant to the Head of School provides a full range of administrative support to the Head of School, and oversees the Head's office, functioning as both an extension of the Head and ensuring responsiveness, efficiency and warmth so that everyone feels welcome and a part of the North Cross community. In addition, the role will serve as an extension to the Board of Trustees and Leadership team, and oversee any additional needs deemed necessary by the Head of School.

### Qualifications/Experience

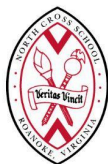
- Superior organizational skills, project management experience, and logistical skills.
- Three to five years' experience as an Executive Administrative Assistant, preferably in a school setting.
- Excellent interpersonal, written, and verbal communication skills.
- Advanced understanding of computers and technology, including Microsoft Office, Google Docs, Sheets, Forms, and Calendar, as well as web-communication platforms.
- The ability to interact warmly and intuitively with students, co-workers, prospective applicants and their families, along with alumni, trustees, and the general public.
- Proactive problem-solving skills as well as the ability to anticipate and address needs before they arise.
- Ability to maintain confidentiality and discretion at all times.



- Ability to work in a fast-paced, team-oriented environment.

### **Essential Responsibilities**

- Serves as a representative of and loyal partner to the Head of School, answering questions, resolving issues, and making connections, always ensuring the Head and the School are represented in a professional, hospitable, and responsive manner.
- Maintains and manages the Head of School's daily schedule, maintains an online calendar in Google Office, prioritizes requests for the Head of School's attention by managing the scheduling of meetings and appointments, coordinates activities and agendas, and uses tact and diplomacy to resolve appointment conflicts due to unforeseen circumstances.
- Provides support to the Head of School, completes tasks independently, facilitates communication, and anticipates and addresses the needs of the Head.
- Serves as receptionist for the office of the Head of School: greets guests, answers phones and emails, and responds to questions from faculty, staff, and visitors.
- Ensures the Head of School is provided with the necessary background information and briefing materials for meetings, events, and speaking engagements; researches, organizes, prepares, and presents information in a clear and concise manner when needed.
- Tracks and manages receipts and orders for the Head of School office, working with the Business Office to approve expenditures through an online platform.
- Maintains an organized and logical filing system for all electronic and paper documents.
- Makes and manages all travel arrangements for the Head of School, including airline and hotel reservations, conference registrations, transportation, etc.
- Organizes and coordinates catered luncheons, receptions, all-school assemblies, and other events on campus and at the Head of School residence.
- Attends and prepares minutes for meetings of the Board of Trustees.



- Provides administrative support to the Board of Trustees, including correspondence, agendas, meeting scheduling, and all logistics for meetings, retreats, and events.
- Works with the Leadership Team to coordinate workflow, facilitate projects, and plan meetings and retreats.
- Reviews, edits, and proofreads various documents and presentations.
- Provides strategic and logistical support and management of special projects and institutional priorities identified by the Head of School
- Manages the school's front desk Administrative Assistant and any needs that may arise with that position.
- Performs other duties as assigned by and in support of the Head of School.

**Requirements/Environment:**

- Standard office environment. Must be able to work at a desk and computer for long periods of time.
- Ability to move around campus quickly if needed, occasionally move items weighing up to 20 pounds across the office or campus.
- Works effectively dealing with a wide variety of challenges/stressors, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions.
- The ability to have a flexible schedule to support the Head of School with urgent items that arise, deadlines, and events and situations that may require some non-traditional work hours, including nights and weekends.

If you wish to apply for the Assistant to the Head of School, please submit a cover letter and resume to Ashley Turner in Human Resources, [aturner@northcross.org](mailto:aturner@northcross.org).

North Cross School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting



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discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification