

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Executive Assistant to the Board of Trustees
CONTRACT DAYS: 210

POSITION SUMMARY:

The Executive Assistant to the Board of Trustees is responsible for providing high-level administrative support to the Head of School and the Board of Trustees. They will be responsible for managing all administrative tasks related to the smooth operation of the Head of School's office, as well as supporting the Board of Trustees in their governance and oversight duties. This position is based in the school office and may require occasional evening or weekend work related to board meetings or special events.

SUPERVISED, EVALUATED BY & REPORTS TO:

Head of School

QUALIFICATIONS:

- Bachelor's degree in business administration, management, or a related field.
- Minimum of 5 years of experience in an administrative support role, preferably in a school or non-profit setting.
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail and the ability to manage multiple tasks simultaneously.
- Demonstrated ability to work independently, prioritize tasks, and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information in a professional manner.
- Flexibility and adaptability to changing priorities and demands.
- Experience working with boards and/or senior leadership is preferred.

KEY RESPONSIBILITIES:

- Oversee the daily operations of the Head of School's office, including scheduling appointments, managing correspondence, and ensuring timely communication.
- Oversee the event planning and coordination, including special events, fundraising activities, and community outreach.
- Manage the budget for the Head of School's office and Board of Trustees activities, including monitoring expenses and preparing financial reports.
- Maintain accurate and up-to-date records and files, including confidential materials.
- Collaborate with other members of the administrative team to ensure the smooth operation of the school.
- Provide administrative support to the Board of Trustees, including scheduling meetings, preparing materials, and taking minutes.
- Coordinate logistics for Board of Trustees meetings, including arranging for meeting space, catering, and travel accommodations.
- Attend Board meetings/retreats and ensure the accurate recording and distribution of the minutes.
- Maintain an annual calendar of events, annual surveys, and reports due with an early identification system for providing adequate planning, logistical, and/or notification time in advance;
- Other duties as assigned.

SAS BELIEVES:

SHANGHAI AMERICAN SCHOOL

- That each employee makes a significant contribution to our success
- That contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.