



Administrative Assistant to Head of School

Full-time position to begin immediately

The primary responsibilities of the Administrative Assistant to the Head of School are to manage the day-to-day operations of the Head of School's office and the smooth functioning of the flow of operations on the 78th/79th St. campus. The Administrative Assistant to the Head of School serves as the Rodeph Sholom School greeter, the first point of contact for all constituencies on the phone and in person at the 78th/79th St. campus, as well as the administrative assistant to the Head of School, managing his appointment calendar and correspondence on his behalf.

Greeter

- Maintain a welcoming presence in the Head of School's office, serving as a greeter, coordinator, and problem-solver in interacting with all constituents (students, parents/caregivers, faculty and staff);
- Support security and Elementary and Middle School administrative assistants in monitoring flow of students and faculty arriving at and leaving campus;
- Greet and vet visitors;
- Schedule logistics for special guests, candidates, and other visitors;
- Provide information to faculty, staff, students, and families about day-to-day operations;
- Oversee facility rentals for 79th Street;
- Answer the general Rodeph Sholom School phone line and direct phone calls to appropriate offices.

Administrative

- Manage the Head of School's daily calendar;
- Respond to calls and inquiries on behalf of the Head of School;
- Serve as administrative assistant to the Board of Directors;
- Provide administrative support to the Pandemic Health Coordinator, as well as other administrators as assigned by the Head of School;

- Arrange event support on-site as needed: food service, technology, etc.
- Facilitate communication internally throughout the school;
- Oversee and conduct emergency preparedness drills in collaboration with the security and facilities teams and Divisional Assistants;
- Oversee facility spaces at 79th Street campus, working with facilities team regarding upkeep and cleaning, overseeing signage across the campus, and other “housekeeping” items;
- Oversee the archive room with support from Divisional Assistants;
- Manage Head of School expenses via Concur;
- Other administrative duties as assigned by the Chief of Staff.

Job Requirements

- Excellent interpersonal skills
- Strong communication skills, both written and oral
- Good judgment
- Desire to take initiative
- Ability to handle sensitive information with integrity and in confidence

Rodeph Sholom School encourages applications from women, people of color, people with disabilities, and members of the LGBTQ+ community. Rodeph Sholom School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.

Compensation for this position is commensurate with experience and includes a competitive benefits package.

Interested candidates should send their resumes and a cover letter to Jackie Meyer at jmeyer@rssnyc.org.