



Position Description

Executive Assistant to Principal

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located in beautiful Portland, Oregon, Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit's motto, Age Quod Agis ("Do Well Whatever You Do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational, and personal inspiration to our students to further our goal of preparing "women and men for others."

GENERAL DESCRIPTION:

Jesuit High School seeks a collaborative, organized, and customer service-focused assistant to support the Principal and administrative team. This position will filter and prioritize student, parent and faculty communications, as well as manage the school calendar, and other tasks as assigned by the Principal.

General Expectations

- Model the mission, philosophy and goals of the school to all staff, parents, students, and the community
- Comply with and help maintain school policies, regulations, and expectations as set forth in the school's handbooks and policy manuals
- Maintain professional, collaborative, and collegial relationships with faculty, staff, students and parents
- Maintain confidentiality of any Admin Team discussions and sensitive information
- Engage in prompt, appropriate, and professional communication with faculty/staff, students, and families whether in person, online, or on the phone

Specific Duties

- Schedule and book meetings and meeting rooms, prepare and distribute meeting agendas, and take notes during meetings as assigned
- Conduct phone calls, compose emails, and make travel arrangements as needed and directed.

- Maintain school calendar and regularly update JHS website calendar; review calendars regularly to identify conflicts and help predict administrative needs.
- Respond promptly to questions and information requests from faculty, students, or families as directed by the Principal
- Serve as Office Manager; ensure the front school office runs in an efficient and friendly manner; provide input on improving efficiencies and processes on an ongoing basis
- Assist in coordinating/planning evening/weekend events as assigned by the Principal (Father/Daughter Dance, Awards Assemblies, Parent-Teacher Conferences, Back-To-School Night, etc.); attend such events as directed by the Principal
- Organize and manage catering for various school events, including but not limited to faculty/staff meetings, professional development meetings, Book Club meetings, Parent Council, etc.
- Help coordinate new hire paperwork, keys, ID badges, etc., with CFO, Director of Human Resources and Director of Security
- Process invoices, licensure documents, and other office paperwork needed.
- Other duties as assigned by the Principal

Qualifications

- Bachelor's Degree or at least 2 years work experience in an administrative support role, preferably at the executive level
- Fluent in use of MS Office and Google Suite applications
- Excellent interpersonal communication skills
- Excellent proofreading and writing skills
- Highly organized and able to juggle multiple projects simultaneously
- Ability to prioritize well and to work efficiently under pressure
- Ability to work independently and follow through on assignments with minimal direction
- Ability to handle confidential matters with discretion