



### **Executive Assistant to the Head of School**

**Start Date: June 1, 2021**

**Reports to: Head of School**

Founded in 1889, The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve in beautiful and dynamic Providence, Rhode Island. The essence of our mission and vision comes down to a simple imperative reflected by Mary C. Wheeler's founding precept: "to learn our powers and be answerable for their use." Wheeler is a community through which we strive to make anything possible for students, where choice, inquiry, and interest are of primary import, where we know individuals well, and where we insist upon and nurture intellectual character, critical thinking, empathy, and creative spirit.

The Executive Assistant to the Head of School provides overall administrative support for the Head of School and is responsible for representing and operating the Head of School's office. The position reports directly to the Head on a wide variety of administrative and executive duties, special projects, and initiatives. They also manage the Head of School office budget, the all-school calendar, professional development oversight, and is responsible for representing the Head of School's office at all times.

More specifically, the Executive Assistant:

- Uses systems thinking and independent initiative to support the Head of School in streamlining systems in the office through processes and/or technology
- Represents the Head of School's office using excellent written and oral communication skills through various communications and letters, often involving independent judgment, initiative, and discretion
- Maintains relationships with all offices throughout the school, and attends events as requested by HOS
- Manages the Head of School's schedule and calendar in concert with school priorities and the all-school calendar, providing timely and accurate follow through on minute and grand scales
- Provides all administrative support for the Board of Trustees and acts as administrative liaison to the Committee on Trustees
- Develops and manages the schoolwide master calendar, Trustee committee calendars as appropriate, and the professional development and meetings calendar
- Manages all contracts and projects connected with the Head of School's office (eg. consultants, searches)
- Provides travel arrangements for schoolwide professional development, as well as all Head of School travel and professional development
- Plans a set of annual events (luncheons, receptions, etc) for parents, trustees, and faculty
- Participates on the Healthy 20-21 Task Force and directs special projects related to COVID-19 safety
- Participates in the School Safety Committee and oversees training and implementation of the Safety App for faculty and staff
- Coordinating professional development and calendar collaborations for administrative assistants

- Directs assorted special projects as assigned by the Head of School

#### Qualifications

- Experience supporting executives
- Willingness to manage large projects as well as small administrative tasks at once
- Exceptional written, presentation and oral communication skills
- Experience with project management and event planning
- Knowledge and use of leading-edge technology for presentation, writing, and workflow, specifically within the Google Suite Excel, Powerpoint, and Blackbaud products, including Raiser's Edge.
- Ability to work nights and weekends as needed
- BA/BS required; background in schools required

#### Dispositions

- Exceptional attention to detail and organizational skills
- Self-starting and independent
- Sense of humor
- Highly collaborative
- Ability to manage multiple and, at times, competing priorities
- Systems and strategic thinking
- High level of emotional intelligence
- Unquestioned integrity
- Highly responsive
- Flexibility

This is a full-time, 12-month, exempt position with a competitive salary and benefits package.

To apply, please send a resume and cover letter with "Executive Assistant/Chief of Staff" in the subject line to Allison Gaines Pell, Head of School, at [allisongainespell@wheelerschool.org](mailto:allisongainespell@wheelerschool.org) and [careers@wheelerschool.org](mailto:careers@wheelerschool.org) before May 1st.

#### **Statement on Diversity**

*At Wheeler, we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and any other category protected by federal, state, or local law.*

Learn more about The Wheeler School at [www.wheelerschool.org](http://www.wheelerschool.org). Read our new Mission and Strategic Plan for Wheeler at [www.wheelerschool.org/page/about-wheeler/our-new-school-mission](http://www.wheelerschool.org/page/about-wheeler/our-new-school-mission)