



WHEELER

Lower School Administrative Assistant Begins August 2023

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking an **Administrative Assistant** to join our Lower School.

The Lower School Administrative Assistant is often the person that community members interact with first upon entering the building and in daily interactions. This individual will be a key player in contributing to a joyful community in the Lower School. Ideal candidates for this position will enjoy working among children and are eager to support teachers and families in their day-to-day needs. They will bring a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. This position provides a high level of executive support to the Head of Lower School and, therefore, will need to keep organized with meticulous attention to detail. They must also be able to handle confidential information and material with the utmost discretion. Our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, they love to spend their days with young people, and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

This position reports to the Head of the Lower School.

The **Lower School Administrative Assistant** provides overall administrative and operations support for the Lower School on a wide range of duties, special projects and day-to-day needs, including but not limited to:

- Timely and efficient scheduling and overall management of the the Head of the Lower School's schedule as well as the Lower School calendar
- Coordination with Hamilton Lower School and Wheeler's other divisions and offices throughout the school to ensure smooth operations
- Preparation of attendance, dismissal plans, recess schedules and serving as lead in communicating logistics to faculty and staff
- General administrative support for the Aerie Program Director and staff, including ordering supplies and materials, assisting with communicating logistics and other duties as requested
- General event planning support for Lower School programs and events throughout the year
- Serving as the initial point of contact to welcome students, faculty and staff, families and any other visitors
- Assisting families with questions, scheduling or other student oriented needs
- Attending to Lower School front office needs, including: answering phones, filing, sorting mail, copying, and monitoring the inventory of office supplies, ordering and purchasing as needed
- Providing day-to-day support in delivering items to classrooms, escorting students to various points on campus as needed, and providing backup classroom coverage as required
- Attending weekly division or all-school meetings and periodic evening events throughout the year
- Perform other duties, as assigned

The Wheeler School
216 Hope Street
Providence, RI 02906
401-421-8100

To learn our powers and be answerable for their use

Qualifications:

- High School Diploma required; Bachelor's degree a plus, but not required.
- Commitment to exercising discretion when managing highly sensitive and confidential matters
- Ability to communicate effectively (orally, written, and non-verbal)
- Commitment to nurturing relationships with colleagues, families and students in ways that reflect an ongoing self-awareness and commitment to equity, inclusion and belonging for all
- Strong organization and planning skills with high attention to detail
- Ability to prioritize tasks and meet deadlines with minimal supervision
- General working knowledge of computers, printing, word processing and other technology needed to perform various aspects of the role
- Proficiency with Google Workspace for Education and experience working in student databases

Interested candidates should email a resume and cover letter to the Head of the Lower School, Dr. Felicia Vincas, at feliciavincas@wheelerschool.org and cc careers@wheelerschool.org by **June 2**.

Statement on Diversity and Cultural Competency 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, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

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.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.

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