



# BISHOP CHATARD HIGH SCHOOL

## **BISHOP CHATARD HIGH SCHOOL EXECUTIVE ASSISTANT TO THE PRESIDENT Position Description**

### **GENERAL DESCRIPTION OF POSITION:**

The Executive Assistant to the President is responsible for administrative and clerical support for the President.

### **REPORTING RESPONSIBILITY:**

The Executive Assistant to the President reports directly to the President.

### **GENERAL RESPONSIBILITIES:**

- Manage the President's calendar
- Coordinate President-led meetings, gather relevant background information needed and prepare materials
- Coordinate all Board-related meetings and events
- Manage the preparation of group correspondence from the President
- Help in the preparation of Board reports and interoffice communication
- Keep the president's direct reports advised of priorities, projects, travel schedules, appointments, meetings and reports.
- Assist with planning and execution of the President's projects and various events
- Act as the secretary of the President's Council
- Work with the Advancement Department to support donors and volunteers
- Work with the Principal's Assistant to organize Faculty and Staff events as needed
- Maintain good office procedures and practices
- Perform other varied duties at the request of the President as the need arises

**PREFERRED SKILLS AND EXPERIENCE:**

- Four or more years of experience in an administrative role reporting directly to upper management.
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate projects
- Proficiency with office productivity tools, and an aptitude for learning new digital applications
- Ability to maintain the confidentiality of information related to the school.