

Middle School Administrative Assistant
(Full-time beginning July, 2019)

Responsibilities

Head-Royce School is seeking an experienced administrative assistant to join our Middle School. This position will provide office management and administrative support for our Middle School Head, as well as interface with students, parents, and faculty members regularly. The ideal candidate will exercise good judgment, initiative, and autonomy in supporting senior leaders at the School. The administrative assistant must work cooperatively and seamlessly with other offices across campus. All candidates must have experience in an administrative assistant position with demonstrated background taking initiative and working in a fast-paced environment.

Skills

- Strong organizational abilities with an ability to multi-task and an attention to detail
- Time management, planning, and prioritization skills
- Strong interpersonal skills and ability to work with students and adults.
- Professionalism, including a positive demeanor, flexibility to respond to changing demands, meet deadlines, diplomacy, punctuality, and a solutions-oriented approach.
- Excellent skills in Microsoft Word, PowerPoint, Excel and Google Docs applications in a Macintosh environment.
- Commitment to working with diverse racial, ethnic, gender, cultural, as well as disabled populations and promoting equity and inclusion for our constituents

Qualifications

- Equivalent to at least five years of progressively responsible full-time clerical and/or administrative work experience in office administration.
- BA/BS highly preferred. Additional equivalent experience above the minimum may be substituted for the required education on a year for year basis up to a maximum of three years.

Additional Qualifications we hope to find, but not required:

- Experience and understanding of the needs of students a plus
- Advanced degrees

Head-Royce School Overview

Located on a 12-acre campus in Oakland, California, Head-Royce is a pre-eminent, co-educational, independent, K-12 day school with a 131-year history. Our mission is to inspire in our students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for diversity that makes our society strong and to encourage active and responsible global citizenship.

Head-Royce enrolls 890 students in the three separate divisions — Lower, Middle and Upper Schools — and provides a dynamic, whole-child education to every student. With our Strategic Plan, Bridge to 2022, the school's current initiatives include advancing an innovative, student-centered program, promoting an inclusive community, driving deeper civic engagement, sustaining a culture of balance and well-being and carefully stewarding our resources.

Other Considerations

Compensation:	Competitive among comparable schools
Location:	Oakland, California
Travel:	(minimal)
Education:	Bachelor's degree required, advanced degree(s) a plus
Start Date:	July, 2019
Website:	headroyce.org

To Apply

Interested candidates are asked to submit a letter of interest and a current resume. Files should be sent via email to MSJobs@headroyce.org with the subject line "MS Division Assistant Position."

Head-Royce School is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.