



POSITION DESCRIPTION

TITLE: Administrative Assistant - Office of Learning
SCALE: Administrative Personnel Salary Schedule
CONTRACT TERMS: 12-month Contract

POSITION SUMMARY:

The Administrative Assistant provides support to the Director of Learning and the Office of Learning. Generally, the Administrative Assistant serves as the primary point of contact for internal and external constituencies on matters pertaining to the Director of Learning and the Office of Learning. The Administrative Assistant must be creative and enjoy working within a dynamic environment that is mission-driven, results-oriented and community-focused. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to handle a wide variety of activities and confidential matters with discretion.

SUPERVISED, EVALUATED BY & REPORTS TO:

The Director of Learning

MINIMUM QUALIFICATIONS:

- Bachelor's Degree preferred
- Academic Language Proficiency in English
- High degree of technological literacy
- Portuguese language fluency preferred
- Prior Experience as an Administrative Assistant or Secretary

PERFORMANCE RESPONSIBILITIES:

Support for the Office of Learning

Completes a broad variety of administrative tasks for the Office of Learning, including:

- Serving as liaison to the Office of Learning and the school community
- Assists in making appointments for, and with, the members of the Office of Learning
- Maintains discretion and confidentiality with regard to communications within the Office of Learning
- Maintains resources in the Office of Learning and liaises with necessary departments for the maintenance of equipment, e.g. IT
- Assists in preparations and set-up for meetings and workshops
- Assists in making registrations, booking travel and accommodation for staff professional development
- Assists in planning and logistics for the community connections field trips
- Assists in facilitating meetings with external partners

- Assists in the logistics and registration of external students for the evening community teaching programs

Director of Learning Support

Completes a broad variety of administrative tasks for the Director of Learning including:

- Managing an extremely active calendar of appointments
- Composing and preparing correspondence that is sometimes confidential
- Arranging complex and detailed meetings, events, itineraries, and agendas
- Compiling documents for related meetings and events
- Plans, coordinates and ensures the Director of Learning's schedules are followed and respected
- Communicates directly, and on behalf of the Director of Learning and the Office of Learning
- Utilizes various databases to support daily operations
- Manages administrative and confidential files
- Provides a bridge for smooth communication between the Director of Learning and the Office of Learning, and the Community; demonstrating leadership to maintain credibility, trust and support internally and externally
- Works closely and effectively with the Director of Learning to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the school to determine the priority of issues.
- Successfully completes critical aspects of deliverables, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Director of Learning's ability to effectively lead
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Facilitates coordination of travel for the Director of Learning
- Other duties as assigned by the Director of Learning

Additional Responsibilities

Completes an array of activities on an ad-hoc basis to support the school including:

- Project support as needed
- Supports the coordination of school-wide calendars
- Other duties as assigned

AIMS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or AISM to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.