



## **Executive Assistant to the Rector**

St. Paul's School  
Concord, New Hampshire

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### **School Overview**

St. Paul's School educates students to build purposeful lives in service to the greater good. We engage young people in a diverse, inclusive, and ethical community, dedicated to the pursuit of excellence in character and scholarship and inspired by the beauty and spirit of our Millville home.

As a 100% boarding school, everyone is our neighbor — our friends, our teachers, our coaches, our advisers. That's part of the SPS magic. We spend virtually every minute of our days learning from and with one another: building friendships, challenging ourselves and supporting one another on our individual journeys. Beginning with chapel in the morning, and continuing through classes, meals, clubs, sports, social gatherings and much more, one experience flows into the next, creating an environment of wraparound support that is an extension of our personal relationships.

There's as much to learn from our community — diverse, inclusive and dedicated to serving the greater good — as there is in our classrooms. We're invested not only in our own interests and talents but also those of the people around us, forging deep connections that bring energy and joy to life on our grounds.

### **Opportunity**

Reporting to the Director of the Rector's Office, the Executive Assistant to the Rector ("EAR") offers personal and professional support to the Rector and their spouse and is responsible for ensuring the smooth and efficient operation of the Office, serving as primary contact for routine internal and external matters pertaining to the Rector's Office. The EAR promotes the positive leadership of the Rector and the Rector's Office throughout the community, helping create and maintain an open, welcoming, inclusive environment that emphasizes kindness, cooperation, productivity, problem-solving, and teamwork.

### **Responsibilities**



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

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### Management of Daily Operations in the Rector's Office:

- Manage and coordinate the Rector's routine correspondence, reports, calendars, files, and archives; and serve as front-line gatekeeper by screening meeting and call requests;
- Maintain an active engagement with school life, employees, and students so as to support good decision-making;
- Prepare thorough daily meeting materials and briefs for the Rector, requiring excellent communication and collaboration across all school departments and offices;
- Monitor and organize the Rector's email inbox to identify urgent priorities for the Rector's attention, respond independently when possible, and forward to others when appropriate;
- In collaboration with the Rector, coordinate the annual reviews for the Rector's direct reports;
- Coordinate recruitment efforts for the Rector's direct reports with search firms, internal search committees and groups, when involved, in collaboration with Human Resources.

### Collaboration & Networking Responsibilities:

- Research and arrange the Rector's travel, itineraries, and visas, in collaboration with the Advancement Office to ensure smooth itineraries;
- Partner with the Director of Parent Engagement, Director of Communications, and the Communications Office to ensure the timely creation of and dissemination of both internal and external communications from the Rector's Office;
- Oversee and manage the scheduling, maintenance, and capital needs of the Rectory as event and guest space;
- Collaborate with the FLIK food service and Facilities to identify, plan, and schedule meetings with student, faculty, and parent groups on the grounds;
- Arrange visits to dorms, classes, meals, games, and special events in student life as needed;
- In collaboration with FLIK food services and Facilities, schedule and plan professional and social gatherings/meetings with visitors, students, employees, community members; serve as interim host while guests are waiting;
- Collaborate with the Vice Rector of Finance and Administration, the Vice Rector for Faculty and Academic Affairs, and Human Resources to coordinate faculty employment contract distribution and collection.

### Administrative Duties:

- Support the Rector's teaching and community life responsibilities as needed (e.g., by assembling course materials);
- Manage Rector's subscriptions to periodicals, websites; purchase books or obtain from library as requested;
- Assist with the Rector's written correspondence as requested;
- Support the Rector in scheduling maintenance and support for the Rector's home;
- Reconcile the Rector's and Rector's Office credit card use, approve invoices, and review budget reports for accuracy;
- Perform other duties, and support other areas, as assigned by the Rector.



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## Qualifications

- Associate's or Bachelor's Degree required
- 5 – 7 years of experience in an executive administrative support role
- Discretion, good judgment, and the ability to maintain strict confidentiality
- Alignment with institutional values: kindness, empathy, integrity, and sincere commitment to helping people
- Committed partnership in the strong, principled, positive leadership of the Rector and the Rector's Office
- Outstanding written and oral communication skills
- Outstanding organizational skills, with commitment to proactive planning
- Capacity to solve problems collaboratively
- Excellent facility with technology, including MS Office suite
- Demonstrated commitment to responding to and serving the needs of a diverse community.

**Interested Persons Contact- *All inquires handled in confidence.***

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