

Executive Assistant to the Head of School

Emma Willard School seeks an experienced and highly dynamic executive assistant to the Head of School. S/he provides comprehensive administrative support to the Head of School, the Board of Trustees and participates in administrative team meetings. This position represents the Head daily in interaction with the faculty, alumnae, parents and students and also supports the Head of Talent Management/Human Resources in the hiring process, in new faculty and staff orientation, and in community professional development.

Candidates should have a bachelor's degree and at least five years' prior experience as an executive assistant to a high-level school administrator or corporate executive. Experience in an educational setting is a plus. S/he must have outstanding interpersonal and organizational skills and exceptionally capable in both written and oral communication. The candidate must have a dedication to a high level of confidentiality, proven success at working collaboratively and efficiently and able to make decisions, take initiative, and prioritize tasks.

Emma Willard School is a nationally recognized, academically rigorous, preparatory boarding and day high school for girls. We offer competitive compensation and an attractive benefits package in a stimulating and dynamic academic community. Emma is an equal opportunity employer.

Interested candidates should send a cover letter and resume by April 14 to:

Lisa McGrath
Head of Talent Management/Human Resources
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Troy, NY 12180
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