



# St. Paul's High School

## Executive Assistant to the President

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St. Paul's High School is an independent, Catholic, grades 9-12 university preparatory school for young men. Founded in 1926, it has operated since 1931 by the English Canada Province of the Society of Jesus, a religious order of priests and brothers, also known as the Jesuits.

### Position Description

The Executive Assistant to President will report directly to the President. The Executive Assistant to the President will:

- Provide administrative support to the President and designates by managing all aspects of the President's Office.
- Plan, organize and attend (when necessary) special events related to the Office of the President and the Board of Directors.
- Liaise between the school and Parent Guild and Parents for Others organizations.
- Oversee the Crusader Shoppe.
- Provide administrative support and serve as recording secretary for the Board of Directors and sub-committees.
- The possible start-date for this position is June 3<sup>rd</sup>, 2019 or a mutually agreed upon date.

### Qualifications

- High School graduation or equivalency, combined with specific education and/or training in clerical administration, database management and computer applications.
- The ideal candidate may have 3–5 years, Senior Level Administrative Assistant/Executive Assistant experience, in an education or human services setting.
- Experience in managing multiple priorities and working with individuals in leadership roles within the private, public and voluntary sectors.

### Desired Skills

- Strong interpersonal and communication skills with the ability to relate effectively with students, faculty, parents, community and government representatives.
- Strong ability to maintain high professional standards including maintaining confidentiality, managing sensitive information and acting with discretion.
- Well-developed executive administrative skills combined with the ability to respond to administrative needs and requirements in a flexible, timely manner.
- Excellent planning and organization skills, with the ability to manage multiple priorities and work effectively with frequent interruptions.
- Experience with relevant computer and software programs like Microsoft Office Suite, Word, Excel, and an aptitude for learning others such as PowerSchool and Raiser's Edge.

### Application Process

Interested candidates are asked to submit a covering letter, resume and a reference list to: Presidents Office, Re/Executive Assistant to the President Competition, 2200 Grant Ave. Winnipeg Manitoba R3P 0P8.

Alternatively, interested candidates may submit their package by email to [kbooth@stpauls.mb.ca](mailto:kbooth@stpauls.mb.ca)

Only those candidates selected for an interview will be contacted.

**Application Deadline: May 17<sup>th</sup>, 2019**