

Job Opening: Executive Assistant to the Assistant Head of School for Academics

Mercy High School Burlingame has an opening for the Executive Assistant to the Assistant Head of School for Academics, starting Jan. 8. Some on-site orientation and training will be necessary in December.

The position is an hourly, full-time, 10-month position, with breaks at Easter and Christmas.

The Executive Assistant supports the Assistant Head of School for Academics to ensure the quality of the general operations of the school. Candidates should enjoy working with adolescents in a professional, team-oriented environment.

Candidates should be proficient in G-Suite, specifically Google Mail, Google Docs, Google Calendar, and Google Sheets (or Excel).

Responsibilities include scheduling appointments, planning meetings, overseeing graduation events, and communicating with teachers, students, and families. The highest level of discretion is required for confidential student and personnel information.

Mercy High School is an independent, Catholic, all-girls college preparatory high school.

Email resumes and cover letters to: lconklin@mercyhsb.com using subject line "Executive Assistant Position"

All materials must be received by Nov. 15, 2018