

Position Title: **Senior Administrative Assistant to the President; Board and Corporate Secretary**

Date Modified: Fall 2025

FLSA Classification: Exempt

Reports To: President

Position Purpose: Provides organizational and administrative support to the President. Under the direction of the President, will provide support to the Board Chair and Executive Vice President and may provide support to others.

Essential Functions

- In consultation with Board and Committee leaders, creates and communicates the annual Board calendar.
- Subject to the approval of the President and Board Chair, prepares and distributes agendas and minutes for Board committees and meetings of the whole Board.
- Coordinates and schedules meetings, assigns meeting rooms, and communicates technological requirements for meetings.
- Creates and maintains filing systems, paper or digital as appropriate, for both the President's Office and for the Board of Trustees; in particular sees to it that all resolutions of the Board and Bylaws changes are accurately recorded and appropriately preserved.
- Updates the Board portal with all action and background materials required for each committee and full Board meeting.
- Organizes and executes the annual onboarding of new Trustees, seeing to it that the new members are conversant with the ways in which the Board communicates and deliberates.
- Facilitates attendance and program for the biannual Board retreat in conjunction with the Chair and President; assists in a similar fashion with any cabinet retreat convened by the President..
- In conjunction with the Institutional Advancement Office and school catering, plans for the regular and extraordinary social engagements of the Board of Trustees, among members and with other constituents.
- Maintains shared online calendar for President, contact list, and other electronic files and databases, ensuring the President has the information necessary from the offices of the Principal, institutional advancement, athletics, mission and ministry, and the appropriate administrative personnel within the President's external commitments. Can manage appointments in a way that facilitates the annual, weekly, and daily rhythms of the President's Office.
- Coordinates travel arrangements for the President as asked and prepares expense reports, facilitating the president's communication with internal constituents when he is out of the office for extended travel periods.
- Answers incoming telephone calls, texts, and emails, as needed; answers questions, resolves issues, takes messages, forwards calls to the appropriate parties at the correct levels of the organization.
- Processes confidential personnel matters requiring the President's input or action.
- Partners effectively with the Executive Vice President and Office of Institutional Advancement in all stages of the capital campaign process with particular attention to

donor cultivation and stewardship.

- Assures that the Office of the President has the technological, digital, and material resources and supplies needed to function effectively.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive reinforcement and encouragement to students.
- Supports the President in his role as Chief Mission Officer of the school; is a visible and enthusiastic presence at Mission and Ministry activities, particularly school-wide Masses and can organize liturgical functions for the Board of Trustees under the general direction of the President.
- Is conversant with the governance obligations of the Brothers of the Christian Schools, District of Eastern North America and maintains relationships for the school with those who execute such relationships for DENA.
- Maintains good relations with the equivalent administrative personnel in the schools where the president serves as a Trustee, so that his calendar is kept current with such commitments and adequate travel time is allotted to fulfill such engagements.

Qualifications

- High school diploma or GED and a minimum of five years' experience in a similar position. University education is preferred.
- A deep familiarity with and appreciation for the tradition of the Roman Catholic Church, particularly in educational institutions. An understanding of the living legacy of the religious institutes of the Catholic Church preferred. Practicing Roman Catholic preferred, and experience with the Lasallian charism a plus.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
- An intuitive ability to read and eventually anticipate the rhythms, needs, and stressors in the lives of the President, EVP, and Board Chair and a non-judgmental understanding of how the unique personality of each person serving in this role influences the manner in which it is carried out..
- An ability to communicate according to professional norms of tact, discretion, and confidentiality.
- Ability to prioritize requests from diverse constituent groups, deflecting and redirecting requests best made to other levels of the organization.
- Excellent spoken and written English communications skills. Can deliver communication in the tone and formats required by the Office of the President and the Board of Trustees.
- Must demonstrate competency with the entire range of Microsoft Office applications, particularly Word, Outlook, Excel, and PowerPoint. Familiarity with the ways in which Artificial Intelligence can be used to enhance efficiency in office processes like meeting summary a plus.
- Understands the entertainment obligations of the Office of the President and can contribute to the planning of such functions effectively and tastefully.
- Can work effectively from home or other remote contexts as required.
- The flexibility to meet the demands of this job involving frequent events scheduled outside the normal workday and work week. Can work within a "liberal leave" framework to attend efficiently to personal obligations that arise as a result of the schedule
- Can multitask effectively while retaining the ability to prioritize deliverables for the President, EVP, and Board.

Physical Requirements and Work Environment

- Regularly sit, talk, hear, and visually intercept visitors.
- Be able occasionally to lift up to 30 lbs.
- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Turn, bend, reach and have the mobility and dexterity necessary to do office work.
- Work in a traditional climate-controlled office environment.

School Mission & Signature Programs

La Salle College High School is an independent Catholic college preparatory school for young men founded in 1858. La Salle emphasizes a "broad and balanced human and Christian education in the tradition of St. John Baptist de La Salle. Dedicated to the education of the "whole student," La Salle welcomes students from a variety of backgrounds. La Salle seeks to guide students in the development of their God - given talents and fosters a commitment to academic excellence, service, and leadership." On average, 100% of the graduating class matriculates to college.

Equal Employment Opportunity

La Salle College High School is committed to an equal employment opportunity policy in all aspects of employment and does not discriminate or tolerate discrimination on the basis of race, color, gender, pregnancy, national origin, citizenship, age, marital status, handicap, or disability, veteran status, sexual orientation, or on any other characteristic protected by law. Equal employment opportunity will be extended to all persons in all employment practices and decisions of La Salle College High School including recruitment, hiring, promotion, job assignment or reassignment, transfer, compensation, discipline, termination, access to benefits, training, and other terms and conditions of employment.