



Assistant to the President

Scranton Prep seeks a “hands-on,” broad based problem solver to take on the role of Assistant to the President. This individual is responsible for planning and directing all administrative and day-to-day activities driven by and in support of the President. They will act as a communications champion to all constituencies (students, parents, faculty/staff, alumni, Board of Trustees, and community), relaying information between the President and the Board when needed. Works closely with key partners and stakeholders, preparing necessary materials, documents, and reports for key audiences.

Specific duties of the Assistant to the President include, but are not limited to the following:

- Reporting to the President, the Assistant is a critical member of school’s administrative team, prioritizing and facilitating the resolution of important issues on behalf of the President, and ensuring that the President is informed and engaged appropriately in key organizational decisions.
- This role supports the overall management of the Board of Trustees, serving as a liaison between the Board and the President. This includes the taking of minutes, preparation of resolutions, etc.
- Develop and maintain tools to track progress toward operational goals.
- Assist President in preparing Board meeting agendas.
- Coordinate all communications to stakeholders on logistics and meeting-related details.
- Build and maintain close working relationships with all stakeholders.
- Prepare the President for effective conversations, anticipating and organizing information that the President may need.
- Travel at times, as well as a willingness to work hours outside of regular school hours.

The ideal candidate will possess the following preferred skills/requirements:

- **INFLUENCE:** Ability to lead and work with stakeholders and teams to help President achieve goals.
- **PROBLEM SOLVING:** Problem solving oriented, with the ability to recognize needs, anticipate issues, and develop solutions.
- **COMMUNICATION:** Strong verbal and written communication skills, with the ability to effectively build and articulate messages with story-telling techniques and detailed points of view.
- **INTERPERSONAL:** Outstanding interpersonal, influence-management, and communication skills, particularly in building relationships with key stakeholders and presenting to senior leaders.
- **INITIATIVE MANAGEMENT:** Help President balance time and resources in setting and attending to priorities. Ability to make sense out of complex situations, demonstrating intellectual curiosity, and driving outcomes with appropriate levels of governance and controls.
- **TECHNICAL EXPERTISE:** Expert-level proficiency in Word, PowerPoint, Excel; comfort level with learning Prep’s database management system software.
- Performs other duties as assigned by the President.
- Has a passion for, and a willingness to animate, the Catholic and Jesuit mission of the school.
- Bachelor’s Degree required, with school administrative experience preferred.

Please send letter of interest and resume as soon as possible to:
employment@scrantonprep.org

Scranton Preparatory School’s Diversity Statement:

St. Ignatius Loyola, founder of the Jesuits, teaches us to seek God in all things. Jesuit schools believe that God can be powerfully encountered through an educational experience that includes and explores the great diversity that marks Creation in general and humanity in particular. Accordingly, Scranton Prep strives to form a school community in which differences in race, ethnicity, culture, religion, socioeconomic status, gender, sexual orientation, physical ability, and learning style are experienced, accepted, and understood.