



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Administrative Assistant to Chief of Staff
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	106
<b>Reports to:</b>	Chief of Staff
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Administrative Assistant provides administrative support, ensuring the Chief of Staff's time and energy are aligned to his/her top priorities. The Administrative Assistant is highly motivated, takes ownership for the success of all projects and goals, models professionalism, builds authentic relationships, and demonstrates an unwavering commitment to the success of all schools and District departments.

**Essential Functions:**

- Manages day-to-day operations related to Chief of Staff's calendar, schedule, and meetings in order to ensure the Chief of Staff can focus on the most strategic priorities
- Efficiently manages logistical, operational, financial, and various other responsibilities on behalf of the Chief of Staff
- Supports the operations of the Chief of Staff's team, ensuring all functions are completed with a high degree of precision, efficiency, and professionalism
- Anticipates operational and logistical needs and successfully acts to ensure operations and logistics run smoothly
- Supports the preparation of reports, briefings, and presentations
- Serves as the frontline ambassador to persons meeting with and/or communicating with the Chief of Staff
- Supports the Chief of Staff in management of strategic work, including effective agenda creation, meeting scheduling, note-taking, and follow-up
- Provides top-notch customer service to all stakeholders, effectively communicating and problem-solving
- Proactively builds relationships with stakeholders in order to foster effective communication and partnerships across the District
- Acts as a liaison and ambassador in all settings, representing the District in front of various stakeholders
- Collaborates with all relevant stakeholders in the implementation of strategic and/or tactical initiatives
- Works collaboratively on cross-departmental teams, as necessary, to ensure effective implementation of work across the District
- Completes all other duties as assigned

**Knowledge, Skills, and Abilities:**

- Highly efficient and resourceful, with the ability to turn around deliverables, reports, and projects on tight deadlines
- Strong oral and written communication skills that demonstrate a high degree of professionalism, efficiency, and precision



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- Exceptional technology skills, including the skills necessary to analyze data, prepare reports, create communication materials, organize web-based events and presentations, coordinate calendars and logistics, etc.
- Able to achieve the functions laid out above with a high degree of autonomy; able to translate vision into action and to prepare high-quality materials and projects without extensive oversight
- Highly visionary, with a belief that all children and adults are capable of greatness
- Self-starter with a high degree of personal ownership for achieving results
- Quick learner who anticipates barriers and plans effectively to navigate challenges
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Strong connector with people from various backgrounds; able to understand others' needs and motivations and to tailor messaging and communication to the needs of individuals
- Effectively collaborative, working across teams at various levels of the organization and with various external partners to ensure effective implementation of strategic priorities
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively

**Experience:**

- Demonstrated track record of achieving ambitious results in any setting (required)
- Demonstrated track record of being highly reliable and professional (required)
- One year of school and/or district work administrative or operational experience with a proven track record of results (preferred)
- Experience in an urban school setting (preferred)

**Education:**

- Associate Degree (required)
- Bachelor's Degree (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**



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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***