



Middlesex

**Position Announcement
Middlesex School
Assistant to Dean of Students**

Middlesex School seeks a full-time Administrative Assistant to support the Dean of Students in the full range of fast-moving and demanding requirements of that office. Middlesex is a coeducational college-preparatory boarding secondary school of 400 students located in Concord, Massachusetts. For more information about Middlesex, please visit our website at www.mxschool.edu.

The Assistant reports directly to the Dean of Students and supports the work of the Dean, Assistant Dean, and other faculty engaged in student life and community work. The ideal candidate will be well organized, dependable, independent, flexible, discreet. In addition to handling the administrative tasks of the office, the Assistant has direct interaction with students and parents who contact the Deans' office for information about the school.

Activities managed by the office include, but are not limited to:

- Student attendance and special excuses
- Weekly faculty duty assignments and coverage
- Student transportation
- Student housing and advisor assignments
- Community life programming

This position handles confidential information on a regular basis. An impeccable phone manner is a must, as are the good humor and resilience necessary to work in a high visibility position that often must manage multiple priorities under pressure.

This is a full time, full year position, and at certain times of the year, overtime will be required. Salary will be commensurate with qualifications and experience. The ideal candidate will have at least three years of experience in a school setting (preferably a residential school) or as an executive assistant or other high-level support person in the higher education, legal or business world. Successful candidates will have excellent oral and written communications skills, be highly skilled in Microsoft Word, Excel, PowerPoint and related software applications, and have the willingness and curiosity to learn new tools and techniques that will help to streamline the management of the Dean's office. A bachelor's degree is preferred.

Please send cover letter and resume via email as a single pdf to Matthew E. Crozier, Chief Operating Officer, Middlesex School, 1400 Lowell Road, Concord, MA 01742. Materials may be e-mailed to mcrozier@mxschool.edu

Middlesex School is an Equal Opportunity Employer.