

Special Projects Assistant

Company: Athlos Academies

Location: Grapevine, TX

Reports to: Superintendent of Schools

Classification: Full-time, Salaried, Exempt

Benefits: Yes

Compensation: DOE

Position Overview

This position will support the Superintendent of Schools with day-to-day functions and key organizational projects and processes.

Duties & Responsibilities

- Overseeing and managing a wide variety of highly prioritized projects, as well as completing projects, requests, and analysis
- Assist with and/or lead internal projects and initiatives to support future growth
- Strategically manage meetings and events for the Superintendent to optimize organizational performance
- Manage highly confidential discussions and maintaining trust within all interactions and ensuring that the confidentiality extends to the executive leadership team
- Manage the Superintendent's communications and time in accordance with organization priorities
- Conduct research, analyzing and interpreting information, problems, and proposals to ensure objective and complete information is provided to the Superintendent for decision making
- Arrange and participate in organizational meetings; taking minutes, providing advice regarding strategic issues, and conducting follow-up correspondence
- Attend all pertinent events where the Superintendent may need to be represented
- Perform additional duties as assigned

Qualifications & Experience

- 2 years of experience working in the education field
- 2 years of administrative support experience

Education & Background

- Bachelor's degree

Skills & Intangibles

- Knowledge of technology including Outlook, Excel, PowerPoint, and Word
- Demonstrated ability to maintain confidentiality
- Initiator, problem-solver, and creative thinker; detail-oriented
- Ability to perform a variety of tasks, often changing assignments on short notice, with little to no direction
- Ability to work urgently in a fast-paced and results-oriented environment
- Ability to anticipate and prepare for upcoming meetings, events, and project milestones

How to Apply

Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org.

Equal Opportunity Employer

Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

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