



OFFICE MANAGER

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

This full-time, 11 month per year role serves as Office Manager in the Principal's Office, which, in addition to providing a high level of administrative support to the Vice Principal for Teaching and Learning, manages day to day office operations, including first level supervision of the office's administrative support team, toward the goal of efficient and smooth functioning of the office for both internal and external contacts.

SPECIFIC RESPONSIBILITIES

- Manages the Principal's Office support team. Delegates duties and responsibilities and follows up on same. Works with the team to design and implement processes and practices within the office for improved efficiency, workflow and quality of work.
- Provides high level administrative support to the Vice Principal for Teaching and Learning. Handles a variety of administrative tasks including maintaining calendar and appointments and managing correspondence. Relieves the Vice Principal of routine administrative functions not requiring his/her immediate attention. Manages walk-in visitors.
- Performs a variety of duties related to student withdrawals including collaboration with School and College Counseling and Finance Departments, informs the Finance Department of those students withdrawing who have not met financial obligations, manages documentation including transfer, attendance, and disciplinary records.
- Coordinates National Honor Society, undergraduate awards, scholarship awards, senior awards and award ceremonies, including program, certificates and event planning. Collaborates with internal parties and prepares PowerPoint presentations for the various ceremonies.
- Assists with Graduation ceremony and Graduation Mass, including ordering diplomas, printing Graduation Mass invitations, arranging seating for parents, and stage preparation.
- Coordinates Parents' Back to School Night, faculty consultation days, and parent conferences.
- Compiles accurate records including listing of current faculty and associated room assignments enrollment reports, school field trips, etc.
- Assists Vice Principal with faculty evaluation process. Schedules observations, maintains filing system for yearly faculty goals and observations reports.
- Participates in Academic Council meetings and produces minutes for the Vice Principal, Teaching and Learning.
- Manages special projects as needed.

- May provide administrative support for other members of the Principal's Leadership Team (ie. Dean of Teaching and Learning) as needed.
- Creates enrollment reports for local towns.
- Manages academic credit card expenditures and processes invoices for payment.

Selection Criteria: Recommended but not required.

- Bachelor's degree required, with a minimum of 3 – 5 years related experience in a school setting. Supervisory experience preferred
- Ability to multi task in a fast-paced environment
- Strong problem-solving skills
- Strong business acumen and attention to detail
- Excellent verbal and written communication skills
- Strong organizational and planning skills

BENEFITS INCLUDE: free daily lunch, cost-effective/competitively priced daycare on site (pending availability), free parking, and a competitive salary and benefits package.

Applications should include a cover letter and resume and must be submitted through our online Paylocity system link.

150 Morrissey Boulevard Boston, MA 02125 | 617-436-3900 | www.bchigh.edu