

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

Administrative Assistant to the Superintendent

Job Posting

Job Description:

The ideal candidate will be experienced in handling a wide range of administrative and executive support related matters and tasks. The candidate should be able to work independently with little or no supervision. This person must be well organized, flexible, and enjoy the administrative challenges of supporting a wide range of diverse people and programs through the Office of the Superintendent. The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Responsibilities:

- Answers and direct all phone calls on the videophone or telephone
- Maintain Superintendent's appointment schedule by planning and scheduling meetings, conferences, video conferences, and travel
- Maintain confidence and protects operations by keeping information confidential
- Preparing and organizing a wide range of documents to be shared with the Superintendent
- Provide administrative support and perform general office duties
- All other assignments as directed by the Superintendent

Qualifications:

- Fluent in American Sign Language
- Excellent written English skills
- Excellent communication, organizational, and analytical skills
- Excellent interpersonal skills
- Extensive knowledge of the deaf community and culture
- Two years of college preferred

To Apply:

Forward a resume with cover letter to: fax 914-703-4004 or email employment@nysd.net

New York School for the Deaf is an Equal Opportunity Employer