



Administrative Assistant to the Head of School

Boston University Academy is hiring an administrative assistant to the head of school.

The administrative assistant to the head of school provides confidential, consistent, and professional support to the head of school of Boston University Academy. This position also supports the assistant head of school in performing research, creating documents, and managing databases. This position facilitates human resources processes, confidential personnel matters, payroll, and finance functions. The administrative assistant must be competent, efficient, and reliable, as well as possess excellent organizational, writing, editing, scheduling, and technology skills.

Education and Experience:

Bachelor's degree required; three to five years of related experience.

To apply, please upload resume through <https://tinyurl.com/yysyktdl>.