



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Administrative Assistant to Associate Head of School (Part-Time)



Within an atmosphere of love, concern, and mutual respect...

Job Summary

Lake Highland seeks a part-time Administrative Assistant to provide high-level administrative support to the Associate Head of School. Functions include, but are not limited to, drafting, editing, and preparing correspondence, reports, presentations, invoices, and other documents; coordinating calendars and scheduling meetings; preparing agendas, attending meetings, and recording minutes as needed; and making travel arrangements, including transportation and accommodations. This role requires strong organizational skills, discretion, and the ability to manage multiple priorities in a fast-paced environment.

This is a part-time, 12-month, non-exempt, non-benefited position. We encourage applicants from underrepresented groups to apply.

Education & Experience

- High school diploma or equivalent required; Associate's or Bachelor's degree in Business Administration or related field preferred.
- Minimum of three years of experience in an executive support or high-level administrative role required.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>) and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.