



# LAKE HIGHLAND PREPARATORY SCHOOL

## Position Announcement

### Executive Assistant to the President



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

### Job Summary

Lake Highland seeks a full-time Executive Assistant to the President to provide high-level administrative and operational support to the President, including support of the Board of Trustees, and help ensure the smooth and efficient functioning of the executive office. Serving as a key point of contact for internal and external constituents, this role fosters strong relationships, supports leadership priorities, and contributes to the overall success of the office and school community.

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

### 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.

### Education & Experience

- Bachelor's degree in business administration or a related field preferred. Equivalent combination of education and high-level executive support experience may also be considered.
- Minimum of three (3) years of demonstrated experience providing high-level administrative support to senior leaders or C-suite executives required; five (5) or more years preferred.
- Experience supporting an executive office and managing complex calendars, meetings, correspondence, and confidential materials required.
- Experience coordinating Board of Trustees meeting logistics, agendas, materials, and related communications strongly preferred.
- Notary Public, preferred.

### About Lake Highland

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

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.