



PIERREPONT SCHOOL
Westport, CT

October 31, 2016

Job Posting: Pierrepont School Operations Assistant

About Us: Pierrepont School is a small, independent, co-educational elementary and high school based in Westport, Connecticut. Founded in 1999, the school enrolls students from kindergarten through high school ages. The school currently consists of one hundred and thirty one students, K–12, and forty full and part-time teachers, offering a student to faculty ratio of slightly more than three to one. Classes, therefore, are small, and student schedules are individualized. Senior faculty members typically have post-graduate degrees from leading universities and are professionally active in their fields. The school seeks and supports teachers who bring into the classroom the same passion and rigor they bring to the study of their own discipline. Pierrepont seeks students who are academically motivated and engaged and who can participate successfully in a demanding curriculum. Chronological age serves as a tentative guide for placement that is answerable to the variegations in academic skills, needs and maturity among children. Please take a look at our website for more information at www.pierrepontschool.org

The Position: Reporting to the Dean of Operations, the Operations Assistant will assist in managing the internal infrastructure of the school, including information/data management and technical and physical plant management. The ideal candidate will be a smart, self-motivated individual with strong interpersonal skills and the ability to troubleshoot and respond to the needs and abilities of a variety of end users. She/he will participate in the life of the community through a number of ways that may occur during the school year and summertime operations. A successful candidate will be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. She/he will have a deep interest in joining a community of talented thinkers committed to an innovative and rigorous approach to education. This person must be flexible and willing to problem solve creatively. This job is ideally suited for a person seeking operations experience in an educational setting.

Responsibilities

Technology/Network Management

- Assists in the support and development of the School's administrative and academic technology
- Assumes leadership of data entry
- Assumes responsibility for ordering basic supplies
- Assist in managing the relationships with vendors to support the wireless network, printers, and copiers
- Work with third party vendors regarding orders & servicing of equipment

Physical Plant

- Supports efforts related to campus security and risk management
- Assists with responsibilities for plant management



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- Coordinates any repairs, additions and improvements to the physical plant

Information Management

- Updates and tracks all constituent information
- Regularly generates/designs reports and spreadsheets related to fundraising management and constituent relations, as requested by Senior Leadership
- Supports the archiving process

Qualifications

Concrete demonstrable experience and other qualifications include:

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Strong interpersonal and organizational skills
- Ability to provide a high level of customer service
- Ability to multitask with a focus on details
- Ability to work collaboratively
- High level of comfort with school-age children
- Ability to prioritize and manage simultaneous demands with a willing, friendly attitude
- Bachelor's degree required
- Strong written and verbal communication skills
- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Strong analytic skills and proficiency in MS applications such as Word, Excel and PowerPoint and development of presentations
- Job is based in Westport, CT

Please submit resume to: admin@pierrepontschool.org