

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE:	Administrative Assistant to Educational Programs – Pudong Campus
CONTRACT DAYS:	210 days
DEPARTMENT:	Educational Programs
LOCATION:	Schoolwide (base at Pudong Campus)

POSITION SUMMARY:

Administrative Assistant to Educational Programs involves providing comprehensive administrative support to ensure the efficient operation of the team, including supporting meetings and trainings hosted or sponsored by Ed Programs. Administrative Assistant to Educational Programs supports in all aspects of professional learning events hosted on campus, ensuring they are well-organized, impactful, and well-attended.

SUPERVISED, EVALUATED BY & REPORTS TO:

Ed Programs Operation Manager / Head of Educational Programs

QUALIFICATIONS:

- Desire to be proactive and create a positive experience for others
- Proficient written and spoken English and Chinese
- Strong interpersonal and communication skills to work effectively with diverse stakeholders
- Knowledge of appropriate Office365 software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Ability to organize and prioritize work independently and cooperatively
- Excellent communication skills
- Bachelor's degree
- Experience in event planning preferred

DUTIES AND RESPONSIBILITIES

- Complete all duties and responsibilities as assigned by Ed Programs Operation Manager

Administrative Support on Pudong Campus

- Provide administrative support to ensure efficient operation of the team
- Support meetings and trainings hosted or sponsored by Ed Programs
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibit polite and professional communication via phone, e-mail, and mails
- Utilize various Microsoft 365 tools as required for task completion and teamwork coordination
- Perform other duties as assigned

Events with Visiting Consultants

Assist in coordinating and facilitating events with visiting consultants for the SAS community.

This may include and not limited to:

- Contract preparation on school template
- Hotel and transportation booking for visiting consultants
- Meeting venue booking and setup
- Function ordering
- Schedule and invite management and updates
- Internal registration and data collection for events

- Support on-site operations during professional learning events, ensuring smooth event execution
- Ensure a seamless and enjoyable experience for all participants
- Post-visit communications for payments and certificates as needed

Events by External Hosts

Support with following event procedures in purpose of ensuring smooth execution throughout the process. This may include and not limited to:

- Manage internal communication for contract or agreement with event host
- Draft and send invitation letters to event trainer and participants
- Assist event host with hotel and transportation booking
- Arrange meeting venue and setup
- Support host with function order
- Internal communication for the event promotion
- Collect registration data and place purchase requests
- Support on-site operations during professional learning events, ensuring smooth event execution
- Ensure a seamless and enjoyable experience for all participants
- Travel to Puxi campus as needed

Special PL request handling

This may include and not limited to:

- Proceed registration and payment
- Hotel and flight booking for leadership members

PL Reimbursement and Data Record keeping

This may include and not limited to:

- Review and process Professional Learning reimbursement requests submitted by members of the SAS community
- Maintain accurate records of individual expenses funded by the PL fund
- Address and respond to inquiries regarding professional learning funds and reimbursement processes

EP PL SharePoint Site Information Update

This may include and not limited to:

- In charge of updating selected PL opportunities on SharePoint Site

Assume responsibilities for any other tasks assigned including participation in evening and weekend events, as needed.

SAS BELIEVES:

- That each employee makes a significant contribution to our success
- Those contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, which each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.