



## American School of Bombay

### Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of other.

### Job Description

<b>Position:</b>	<b>Executive Assistant - Athletics &amp; Activities</b>
<b>Division:</b>	<b>Athletics and Activities - MS / HS</b>
<b>Supervisor:</b>	<b>Athletics &amp; Activities Coordinator</b>
<b>Contract:</b>	<b>Start Date July 15, 2019 - Initial six month Contract</b>
<b>Hours:</b>	<b>7:30 AM to 4:30 PM or as determined by the supervisor</b>

### Position Summary:

The Executive Assistant for Athletics & Activities supports the operations for Athletics & Activities department. They serve as a liaison between the Athletics & Activities Office and members of the ASB community, SAISA schools, and other organizations. They are responsible for the efficient functioning of the Athletics & Activities office.

The ASB Mission and Core Values guide our work.

### Application:

Applications are currently being accepted. Interested applicants can email their resume with the contact details of three professional references to [personnel@asbindia.org](mailto:personnel@asbindia.org).

### Responsibilities:

- Manages administrative in the Athletics & Activities office.
- Responsible for organizing student and faculty travel for co-curricular trips.
- Collect, organize and maintain data including purchases, schedules, etc.
  - Familiar and adept at using ASB systems to collect and manage data
- The interface between Athletics & Activities Office and Business office
  - Coordinate billing for student trips for families and travel desk
  - Monitor the budget and expenses
- Oversees the ordering of materials for the school store.
- Provides logistical support for all events organized by the Athletics & Activities Office as determined by the Coordinator
- Liaises with other schools and organizations on behalf of Athletics & Activities Office.
- Communicates effectively with all community stakeholders on behalf of the Athletics & Activities Office and responds in a timely manner to all inquiries from within and outside the community.
- Provides administrative and office support to the Athletics & Activities Coordinator
- Ensure that all travel protocols have successfully fulfilled
- Organize and maintain schedules for personnel supporting the Athletics & Activities Department as required by the Athletics & Activities Coordinator. This includes but not limited to lifeguards, pool operators, internal and external coaches, etc.
- Ensures Athletics & Activities facilities and equipment are safe and maintained as required and coordinate with the facilities for necessary support and repair.
- Responsible for student safety
- Other duties as assigned

## The Ideal Candidate Will Have:

- Excellent interpersonal and communication skills that promote collegial and collaborative interaction
- Ability to communicate fluently in English and Hindi.
- A minimum of three of years relevant professional experience in an international organization
- A Bachelor's degree from an accredited university
- Ability to manage complexity and problem solve independently
- Exceptional organizational skills
- Growth mindset
- Interculturally competent to work with a diverse community
- Proficient in Microsoft Office, Google Apps and the ability to acquire and develop additional technology skills

## Core Values

*We believe that...*

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

## Child Protection and Safety:

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

### Note:

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.