ACADEMY OF EXCELLENCE

EXECUTIVE ADMINISTRATOR

Reports To: President and the CFO

Employment Status: Full-time

Salary: Salary commensurate with experience and skills

Email president@mkeacademy.com to submit a resume and apply.

POSITION SUMMARY

The Executive Administrator serves as a key administrative partner to the President and the CFO of Academy of Excellence (AoE), a private K4–12 Christian school with over 4,000 Wisconsin students enrolled at three Milwaukee campuses or in the school's thriving online program.

The Executive Administrator will work directly with the President and the CFO to provide high-level administrative, organizational, and operational support, helping ensure that the school's leadership functions efficiently and effectively.

RESPONSIBILITIES

- Provide direct administrative support to the President and the CFO in the daily execution of their leadership responsibilities.
- Manage the President's and the CFO's calendars, appointments, meetings, initiatives, and deadlines.
- Prepare and manage agendas, policies, correspondence, reports, presentations, and other documents for the President and the CFO.
- Serve as a trusted representative of the President and the CFO in facilitating respectful communication with the administrative team, employees, families, board members, vendors, and outside organizations.
- Draft and edit professional communications on behalf of the President and the CFO.
- Maintain organized electronic and physical records and files and improve administrative processes for greater efficiency.
- Assist with planning and coordination of special projects, school events, meetings, conferences, and leadership activities.

- Exercise professionalism, tact, and sound judgment and maintain strict confidentiality with sensitive or confidential personnel matters, student information, and school finances.
- Advance the mission, vision, and Christian values of the school, conducting oneself in a manner consistent with Christian standards of integrity and humility.
- Participate in and support school activities to advance a positive Christian school culture.

QUALIFICATIONS & SKILLS

- Bachelor's degree preferred; equivalent education and significant relevant experience may be considered.
- Demonstrated experience in executive, administrative, educational, nonprofit, or organizational leadership support.
- Excellent written and verbal communication skills.
- Exceptional organizational and time-management abilities.
- Strong attention to detail and follow-through.
- Ability to prioritize and manage multiple duties in a fast-paced environment.
- High degree of discretion, confidentiality, and professional judgment.
- Strong interpersonal skills and ability to work well with all personnel.
- Proficiency with Microsoft Office, Google Workspace, calendar management, and other common administrative technology.
- Ability to work independently with initiative while functioning as part of a team.

SALARY AND BENEFITS

Salary will be commensurate with experience, qualifications, and demonstrated skills. Health insurance, matching retirement investment, and vacations are offered as benefits.