

# Woodstock School

## JOB DESCRIPTION

### Administration and Program Assistant - Centre for Imagination (CFI)

**JOB TITLE:** Administration and Program Assistant - Centre for Imagination (CFI)

**REPORTING TO:** Program Manager – Internal Programs and Program Manager – External Programs, CFI

**CONTRACT TYPE:** Full-time consultant contract

**COLLABORATES WITH:** Residences, UY Office, Quad Office, Principal's Office, Advancement & Alumni Relations, A/V Team, ICT, Travel, Hospitality, Estates, Food Services, Business Office, faculty advisors, and student leaders.

**PURPOSE OF THE JOB:** This position is responsible for managing the daily operations of the Centre for Imagination, combining administrative support with program coordination. The role oversees logistical planning, budgeting, and resource management, while also leading the scheduling, communication, and assisting with the logistics and execution of PASSAGE program and other CFI enrichment activities. This position ensures programs are well-organized, accessible, and aligned with CFI's mission to develop student skills, support innovative learning, and connect education to real-world applications.

## DUTIES AND RESPONSIBILITIES:

### 1. Administrative & Operational Support

- Manage CFI procurement: place and track orders, maintain supplies, and liaise with vendors, all under the guidance of the CFI Managers.
- Monitor CFI expenditures, align spending with budget, and maintain accurate financial records, all under the guidance of the CFI Managers.
- Coordinate travel, accommodation, and hospitality for CFI guests and residents.
- Ensure the CFI building is clean, safe, well-maintained, and equipped for daily use and events.
- Oversee bookings for CFI spaces and coordinate logistics with relevant offices.
- Provide on-site supervision of students in the CFI as scheduled.

### 2. PASSAGE & Enrichment Program Coordination

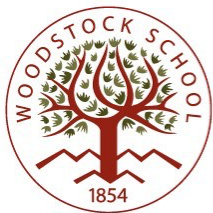
- Assist with planning, scheduling, and implementation of PASSAGEs at Woodstock.
- Support with the process of recruitment, selection, and onboarding of student participants and mentors.
- Encourage diverse participation and ensure equitable access to opportunities.

### 3. Event & Initiative Delivery

- Assist in planning and executing CFI enrichment events, co-curricular showcases, visiting expert sessions, and interdisciplinary projects.
- Coordinate all event logistics including space setup, equipment, materials, and catering.

### 4. Communication & Promotion

- Maintain clear, timely communication with CFI guests, stakeholders, and collaborators, as per requirement.
  - Work with the Communications Department to design and distribute promotional materials for PASSAGE and CFI events.
  - Track and report on participation, feedback, and outcomes, maintaining a program archive.
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## 5. Culture & Engagement

- Build strong relationships with students and staff, fostering a welcoming, inclusive environment.
- Bring fresh ideas and enthusiasm to nurture CFI's evolving programs.
- Model the CFI's values of **creativity, collaboration, critical thinking, empathy, resilience, ecological wholeness, and systems thinking**.

### QUALIFICATIONS REQUIRED:

- Bachelor's degree and at least two years' experience in administration, education, or program coordination.
- Strong organizational and communication skills, with attention to detail.
- Proficiency in Microsoft Office Suite, Google Workspace, Canva, and ability to learn new software tools.
- Experience working with young people in a mentoring or facilitation role is an advantage.
- Ability to work independently, manage multiple priorities, and adapt to evolving needs.

### SKILLS:

- Critical **communication skills** include excellent written and verbal communication in English, confidence in sharing your ideas while also listening to and taking account of the views of others, as well as knowledge of appropriate email etiquette.
- Critical **administrative skills** include an ability to keep track of and organize detailed information, ability to process budgetary data in coordination with the Business Office, and knowledge of Microsoft Office, including Word and Excel, and the Google Workplace suite.
- Critical **inter-personal skills** include an ability to listen well, to anticipate and meet student and adult needs, as well as to exhibit patience even in frustrating circumstances.
- Critical **creative skills** include an ability to craft structures, systems, and frameworks that will effectively support the work of the Centre for Imagination.

**APPLICATION DEADLINE:** Applications will be reviewed as they are received, so interested candidates should apply at once.

### HIRING PROCESS:

- Interested applicants should apply through <https://www.woodstockschool.in/careers/> - current-vacancies
- Shortlisted candidates will be interviewed by the hiring committee via zoom

**JOINING DATE:** At the earliest possible

Please note this is a consultant position and does not include benefits such as on-campus housing, child education, PF, gratuity, etc.