



# Woodstock School

## JOB DESCRIPTION

### Administrative Assistant in the Advancement Department

**JOB TITLE:** Administrative Assistant (Consultant)

**REPORTING TO:** Assistant Manager - Advancement

**CONTRACT CATEGORY:** Consultant

**PURPOSE OF THE JOB:** The Administrative Assistant (Consultant) is the first point of contact for the Advancement department, providing a warm and professional welcome for all visitors. He/she will be a key ambassador for the school, leading campus tours for visiting alumni and department guests. They will support the smooth functioning of the office, performing administrative and data tasks under the direction of the Assistant Manager - Advancement.

In both pastoral and professional ways, exemplify [Our Calling](#) by working in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#).

### KEY RESPONSIBILITIES:

#### Primary Responsibilities

1. Coordinate On-Campus Visitor and Alumni Welcome
2. Alumni Communication and Support
3. Office Administration
4. Record Keeping and Data Support
5. Alumni Engagement Support

#### **1. Coordinate On-Campus Visitor and Alumni Welcome:**

- Coordinate visitor appointments and facilitate smooth communication between alumni and staff members.
- Serve as the first point of contact for alumni, visitors, and guests, providing a warm and professional welcome.
- Consult with the Assistant Manager - Advancement and share weekly reports on both external and internal visitors with general requests, while directing them to the appropriate team member or department.
- Lead campus tours in partnership with student interns.

#### **2. Alumni Communication and Support:**

- Support administrative tasks, including scheduling meetings, managing calendars, and updating alumni records.
  - Manage incoming calls and emails, responding promptly to inquiries and directing them to the appropriate team members.
  - Consult with the Assistant Manager - Advancement and assist alumni with general requests, including event information, campus visits, and access to alumni network resources.
  - Manage incoming communications for archival requests, working alongside the Library Department.
  - Support the collection of content for jottings under the direction of the Assistant Manager - Advancement.
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- Take pictures of alumni visitors and events, create small video content when possible, and store them systematically with proper file names for future use under the direction of the Advancement and Alumni Relations Manager.

### **3. Office Administration:**

- Administer the following processes under the direction of the Assistant Manager - Advancement
  - Petty cash handling
  - Requests for payments
  - Requisitions
  - Postage management
  - Printing processes
  - Oversight of the Joy Rugh Memorial Bookshelf

### **4. Record Keeping and Data Support:**

- Input data into the alumni database (DonorPerfect) in a timely and accurate manner.
- Update information in AlumniConnect and other platforms as directed by the Manager - Alumni Relations.
- Support the acknowledgement process for all donations.

### **5. Alumni Engagement Support:**

- Provide support at internal and external alumni events and gatherings.
- Make initial calls to potential alumni event venues to inquire about rates and packages to assist with planning.
- Provide additional staffing help to run merchandise stalls at gatherings or events as and when required.

As with all job descriptions, the post holder is expected to carry out related tasks which may be reasonably required by the Supervisors, including the Director of Advancement, Manager - Alumni Relations and Assistant Manager - Advancement.

### **QUALIFICATIONS & SKILLS:**

- Bachelor's degree in a related field (preferred)
- Proven experience as an administrative assistant, secretary, or similar role in an educational setting
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), OneDrive and Google Workspace

### **SKILLS REQUIRED:**

- Excellent written and verbal communication skills.
  - Strong organisational and multitasking skills, with attention to detail.
  - Ability to handle work pressure, especially during critical periods.
  - Ability to work independently.
  - Ability to handle sensitive information with confidentiality and professionalism.
  - Strong interpersonal skills and ability to work collaboratively within a team.
  - Research and action oriented.
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## **HIRING PROCESS:**

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Microsoft Teams.

**DATE OF JOINING:** 1st of July 2026

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

