



JOB DESCRIPTION

Administrative Assistant - Student Life

JOB TITLE: Administrative Assistant - Student Life

REPORTING TO: Dean of Student Life

CONTRACT TYPE: Consultant Contract

KEY RESPONSIBILITIES:

1. Administrative Support:

- Manage the general residence life email, channelling inquiries to the correct person.
- Handle confidential information with professionalism and discretion.
- Schedule appointments and maintain meeting invitations for Disciplinary Action Committee and Student Protection Panel matters.
- Manage emails, phone calls, and other correspondence, responding promptly and professionally.
- Assist in preparing reports, presentations, and meeting agenda points.
- Assist in networking and correspondence with external stakeholders.

2. Records & Data Management:

- Maintain accurate and up-to-date records and tracker of student meetings, Disciplinary Action Committee processes, Student Protection Panel processes and meetings, and communication related to the same.
- Ensure compliance with school policies and confidentiality requirements.
- Assist with compiling data for reports, surveys, and evaluations related to Residence Life processes, programs and procedures.

3. Event & Program Coordination:

- Assist in planning and organising student life events, workshops, and awareness campaigns for Personal Counselling and Residences.
- Coordinate logistics, including venue arrangements, catering, materials, and communication with participants.
- Support the promotion of wellness initiatives through newsletters, posters, and digital platforms.

4. Communication & Liaison:

- Act as a liaison between the Residence Life Unit and other school departments, ensuring smooth collaboration.
 - Coordinate with external professionals, such as mental health experts and wellness trainers, as needed.
 - Support parent, student and staff communication drafting and refinement for Residence Life in coordination with the Communications Team.
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5. Other Duties:

- Provide general administrative support to the Dean of Student Life, as required.
- Undertake other responsibilities as assigned to enhance the functioning of the Residence Life Unit.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in a related field (preferred).
- Proven experience as an administrative assistant, secretary, or similar role in an educational or wellness setting.
- Strong organisational and multitasking skills, with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Ability to handle sensitive information with confidentiality and professionalism.
- Familiarity with school environments and student well-being initiatives is a plus.
- Strong interpersonal skills and the ability to work collaboratively within a team
- Ability to work under pressure.

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](#).

HIRING PROCESS:

- Interested applicants should apply through [zartis.com](https://www.zartis.com) [Woodstock | Working at Woodstock \(woodstockschool.in\)](#)
- Shortlisted candidates will be interviewed by the hiring committee via Microsoft Teams.

JOINING DATE: 1st July 2026

Please note that this is a consultant position and does NOT include benefits such as on-campus housing, child education, PF, gratuity, etc. Working hours are flexible and may include evening and weekend work, not to exceed 48 hours per week per Indian Labour Law standards.
