

CAS AND ACTIVITIES ASSISTANT

Department: CAS and Activities Office

Reports to: Service Learning Director

Job Summary:

The CAS and Activities Executive Assistant supports all aspects of the High School CAS Program, Service Learning Program, and Student Organization Activities. It focuses on developing and implementing student co-curricular programs through CAS and Service Learning initiatives.

Qualifications:

- Bachelor's degree
- IB-CAS Certified (Category 1 and Category 2)
- Minimum of 2 years of experience in an administrative assistant role
- Proven experience in Event Coordination, Travel, and Logistics
- At least 2-3 years of experience in managing school-based events and activities (preferred)
- Proven experience in financial management and budget oversight
- Proficiency in Google Workspace, Canva, and AI productivity tools, such as NotebookLM and Gemini.
- Proactively identifies and implements creative solutions and workflow efficiencies to streamline complex administrative and logistical processes.
- A solution-focused approach with the ability to identify issues and collaborate across departments.
- Strong organizational and time-management skills with attention to detail.
- Proven ability to manage multiple workstreams and maintain focus under pressure.
- Excellent verbal and written communication skills.
- Ability to establish and maintain professional relationships with faculty, students, parents, and partners.
- Proactive interest in cultivating and deepening relationships with the community and service partners.
- Strong interpersonal skills with a high regard for confidentiality, legal compliance, and safety.
- Strong professional drive and a willingness to expand knowledge and functional capacity.
- Availability to work occasional weekends to support CAS office student activities

Key Responsibilities:

Program Coordination & Support

- Collaborates with the Service Learning Coordinator to develop programs and achieve school-wide goals.
- Provides operational support to the Service Learning Director in planning the High School ICARE week and various service-learning initiatives.
- Oversees logistical arrangements for major events, including Battle of the Bearcats, ICARE, weekly club activities, Saturday Service, Robotics, and OpWal.

- Serves as a liaison for the Service Learning Executive Committee, facilitating communication between members, service partners, and the community.
- Provides support for service-learning activities across the ISM Community as requested.

Partnership & Compliance Management

- Cultivates and maintains professional relationships with service-learning and livelihood partners.
- Ensures the legitimacy of partnerships through rigorous legal document reviews, site visits, and capacity assessments for school-wide involvement.
- Manages confidential legal documentation, including contracts, Letters of Undertaking (LOUs), and Deeds of Donation, in coordination with the Legal Office.
- Assists the Service Learning Director with disaster relief operations and the administration of the Disaster Relief and Sustainability Fund.
- Upholds and advocates for school safeguarding standards and risk management procedures.

Student Leadership & Activity Support

- Supports student leadership goals through active collaboration and mentorship.
- Manages logistics for student organization events and off-campus trips.
- Coordinates national and international Robotics tournaments, including travel arrangements, accommodations, and visa processing assistance.
- Maintains high-quality professional relationships with students, faculty, parents, and staff.

Academic & Administrative Oversight

- Monitors High School ManageBac accounts to track service experiences and activities for IB and ISM requirements.
- Provides guidance and advisory support for CAS (Creativity, Activity, Service) projects and activities.
- Prepares CAS progress reports and certifications for student portfolios.
- Performs comprehensive administrative duties, including calendar management, meeting coordination, travel planning, and the drafting of official correspondence and reports.
- Oversees budget accounts, tracking expenditures and ensuring the appropriate allocation of funds.
- Ensures departmental alignment with finance, legal, facilities, and security protocols.

