



Upper School Office Coordinator The Pingry School

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students, of whom 49% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary

The Upper School (US) Office Coordinator has primary responsibility for overseeing the day-to-day operations of the US Office. The Coordinator serves as the ambassador for the office and the division, sets a positive and warm tone, and manages multiple constituencies with grace and ease. The Coordinator is expected to communicate regularly with the Upper School Director and Upper School Deans on all issues related to student, faculty, and parents, and maintain the utmost confidentiality.

The ideal candidate must enjoy working with young adults and their parents. The candidate must be warm, empathetic, diplomatic, and approachable. The Coordinator should be organized, focused, and take pride in his/her role. The ideal candidate must be able to work independently without close supervision, handle multiple projects simultaneously and without disruption, and prioritize and oversee projects with many stakeholders. The Coordinator will have exceptional interpersonal skills, polished phone communication skills, and excellent writing and editing skills.

Key Responsibilities

The primary responsibilities of the US Office Coordinator are:

- Serve as the primary point of communication for the office—for faculty, parents, students, and administrative offices within the School
- Maintain all student files (alert notices, discipline letters, etc.)
- Coordinate with Executive Assistant to the Head of School
- Serve as point person for US faculty and student/faculty calendars, and anticipate and help plan school events
- Coordinate electronic communications to parents

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550

- Field and record parent calls and visits
- Provide administrative support for US Director, Deans, and Cum Laude President
- Field phone calls, arrange meetings, draft correspondence, and maintain calendar for US Director and Deans
- Proof and distribute alert notices as needed
- Provide support for faculty in preparation for field trips and special school events
- Keep student announcements screen up to date
- Arrange facilities and catering for meetings and special events
- Oversee registration for Parents' Back-to-School Day
- Coordinate PSAT administration with US Academic Dean
- Coordinate fall and spring award committees; oversee US Fall Awards Assembly
- Create and distribute course placement letters for Department Chairs as needed
- Maintain make-up assessments and help coordinate extended time testing for final exams
- Organize Honor Board and Blue Key applications
- Coordinate Pre-Prom meetings, collect class trip forms as needed, and other duties as assigned by the Deans of Student Life or Academic Dean
- Additional duties as assigned by the US Director

The US Office Coordinator reports to the Upper School Director.

Term: 12 months

Interested candidates should send a cover letter and resume to Ananya Chatterji, Upper School Director, at adminhiring@pingry.org.