



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time EXECUTIVE ASSISTANT to the HEAD of SCHOOL

Robert College is seeking a highly professional, discreet, and proactive **Executive Assistant to the Head of School** to provide comprehensive administrative and operational support to the Head of School and the Board of Trustees.

This role is central to the effective functioning of the Head of School's office and requires exceptional organizational, communication, and interpersonal skills in a dynamic, multicultural environment.

The successful candidate will demonstrate sound judgment, absolute discretion, and the ability to anticipate needs while managing multiple priorities with precision and care.

Key Responsibilities

- Provide high-level administrative support to the Head of School, including calendar management, correspondence, communications, and travel coordination
- Coordinate all aspects of meetings, including agenda preparation, logistics, minute-taking, and handling confidential and time-sensitive materials
- Serve as the primary point of contact between the Head of School and parents, faculty, staff, students, alumni, and visitors
- Prepare Board reports, presentations, and official documents on behalf of the Head of School
- Manage the daily operations of the Head of School's office, including visitor reception, supplies, and requisitions
- Oversee expense submissions and ensure timely processing in accordance with organizational policies
- Provide written and verbal translation between Turkish and English as required
- Assist in preparing and monitoring the annual Head of School budget
- Coordinate major faculty and staff events, including Opening and Closing Dinners, Teachers' Day, and New Year celebrations
- Collaborate in planning and executing the Graduation Ceremony

- Assist with special projects, gift purchasing, and ad-hoc requests
- Perform other duties as assigned to support the effective operation of the Head of School's office

Qualifications & Experience

- Associate or University degree preferred (or equivalent combination of education and experience)
- Minimum of five years' experience in administrative support or coordination roles
- Experience in multicultural or international environments strongly preferred
- Proven translation skills (Turkish–English)

Skills & Competencies

- Full professional fluency in Turkish and English
- Exceptional organizational and multitasking abilities with strong attention to detail
- High level of integrity and discretion when handling confidential matters
- Strong interpersonal skills and ability to work effectively with diverse stakeholders
- Proactive, self-directed, and solution-oriented
- Proficiency in MS Word, Excel, and PowerPoint; ability to learn new systems quickly
- Flexible and willing to work occasional evenings, weekends, and school events
- Professional resilience, confidence, and a positive sense of humor
- A strong ambassador for Robert College and the Head of School
- Growth-oriented mindset with commitment to personal and professional development

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to rchr@robcollk12.tr by February 12, 2026 including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***