**Executive Assistant**

**Oak Grove Lutheran School**

**August 2025**

JOB TITLE: Executive Assistant

REPORTS TO: President

REVIEWED: July 2025

**PREAMBLE**

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

**SUMMARY**

Oak Grove Lutheran School opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves more than 730 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America (ELCA), the nation’s largest Lutheran denomination.

**APPOINTMENT**

The position is considered a .95 FTE, working half-time for approximately six weeks in the summer. The position could be adjusted to full-time through the summer. The Executive Assistant reports to the President.

**POSITION and ESSENTIAL DUTIES**

This position is responsible for providing strategic administrative support for the President and other administrators, reflected in four primary areas — executive administrative support (30%), coordinated operations (30%), governing boards support (20%) and advancement support (15%). An individual must be able to perform satisfactorily essential duties described in this section.

**Executive administrative support (30%)**

Serves as confidential secretary to the President and facilitates all clerical duties associated with the position, including:

• Tracking annual and long-term goals for administrators and the respective boards;

• Collaborating with the President on research and completion of reports;

• Working with academic and administrative leaders, assuring policy decisions are incorporated into the OGLS Policy Manual;

• Coordinating the President’s calendar and appointments in a manner that reflects expected confidentiality;

• Supporting the President with travel and expense reports;

• Ordering supplies, subscriptions, and memberships;

• Completing other assignments that support the President and other administrators.

**Coordinated operations (30%)**

Facilitates collaborative scheduling and processes among the school’s administration, the Oak Grove Lutheran School Board of Regents, the Oak Grove Lutheran School Foundation Board of Trustees, board committees, and teams working on special events. This includes;

• Coordinating internal meetings and keeping agendas, minutes, action items and schedules;

• Organizing annual and long-term schedules; and

• Administering a master calendar that incorporates a wide range of activities and events connected to the school.

**Governing boards support (20%)**

Serve as the assistant to the Board of Regents, Board of Trustees, and their committees, including:

• Scheduling regular and special meetings of the Board of Regents, its Executive Committee, the Board of Trustees and ad hoc committees, as directed.

• Taking meeting minutes, when requested;

• Coordinating meeting schedules;

• Preparing, collecting and disseminating agendas and meeting materials;

• Keeping records in collaboration with the President and the respective board chairs;

• Assuring compliance of volunteer leaders with the Conflict of Interest statement; and

• Maintaining records and filings related to the Board of Regents, the Board of Trustees and the Annual Meeting of the Voting Members.

**Advancement support (15%)**

Provide support for the Advancement team, including:

• Entering and accessing information from databases;

• Contributing to successful special events; and

• Working with mailings to alumni and donors.

**QUALIFICATIONS and REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required attributes:**

• Associate degree in applicable field from accredited college or university;

• Mastery of the Microsoft Office suite;

• Experience working with databases;

• Excellent oral and written communication skills;

• Demonstrated ability to work effectively in collaboration with others; and

• Experience as an assistant to executive-leaders.

**Preferred attributes:**

• Bachelor’s degree;

• Experience working in donor management databases or sales relationship platforms; and

• Experience working in educational settings or nonprofit environments.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee occasionally is required to walk and reach with hands and arms. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by this job include close vision and ability to read from a computer.

**WORK ENVIRONMENT:**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate and the employee must be able to prioritize among multiple demands from several people.

**EVALUATION:** Job performance is evaluated in accordance to Oak Grove Lutheran School policies. Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**COMPENSATION and BENEFITS**

Salary offer will reflect the market, experience and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, tuition discount for dependents, lunch on campus and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff and dependents receive tuition discounts at Concordia College in Moorhead.

**APPLICATION PROCESS**

Candidates should provide a letter of application, a current résumé, a names and contact information for three to five professional references to:

Nicky Bogenreif

Human Resources and Payroll Manager

Oak Grove Lutheran School

124 North Terrace

Fargo, ND 58102

nicky.bogenreif@oakgrovelutheran.com

Screening Date: Screening will continue until the position is filled.

Start Date: Early November 2025.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

**PREFERENCE**

Preference may be extended to candidates who have relationships with Oak Grove Lutheran School and to candidates who have experience in educational settings.