



# HEWITT

**Job Title: Academic Operations Manager**

**Department: Technology**

**FLSA Status: Exempt**

**The Hewitt School - New York, NY**

## ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

## POSITION SUMMARY

The academic operations manager performs an integral role within the Hewitt technology department. The academic operations manager is responsible for managing and maintaining all academic data and records, in addition to managing academic operational milestones. The academic operations manager will report to the director of technology and will work closely with division heads, college guidance, and faculty members to ensure functionality, utilization, and consistent practices and standards across Hewitt platforms.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Manage the academic data and the school's student information system (SIS)
- Implement best practices in data utilization and optimization and provide support, training, and assistance to other users
- Fulfill registrar duties including the academic report process, course registration, and student transcripts in collaboration with division heads and college guidance
- Collaborate with the scheduling team in the preparation of class schedule and class enrollment imports
- Support academic leadership team members with matters such as updates, imports, batch changes, queries, exports, and reports
- Learn, understand, and assess existing academic operations processes across various departments and divisions within the school to provide support and improvements
- Develop methods to automate data shuttling processes to reduce errors across systems
- Manage projects and maintain timelines to ensure that all systems run efficiently

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree
- Relevant experience working with information and database systems; knowledge of Veracross preferred
- Excellent attention to detail with a constant focus on data quality
- Excellent oral and written communication skills, and a positive, problem-solving, can-do approach
- Strong statistical and analytical skills
- Proactive and eager to take initiative in a fast-paced, dynamic environment
- Keen intellectual curiosity, with a mindset of continuous learning and growth

## QUALIFICATIONS DESIRED

- Experience working in a K-12 education environment
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Exhibits strong organizational skills and an ability to work independently; can handle multiple projects, balance priorities, and meet deadlines
- Proven dedication to professional growth and purpose-driven practice
- Professional practice and ability to model contemplation as part of intellectual exploration

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to [employment@hewittschool.org](mailto:employment@hewittschool.org). Cover letters should reflect a careful reading of The Hewitt School's website, including the school's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

## IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.