Oak Knoll School of the Holy Child, a Catholic independent school in Summit, New Jersey, seeks a director of auxiliary operations. Responsibilities include managing all logistics in the after school programs and camps including the school’s summer, spring break and sports camps, budgeting for camp programs, analysis to ensure the auxiliary programs are profitable and financial reporting as needed. Additional responsibilities are managing the transportation of buses during the school year and managing all aspects of the school’s bookstore.

Qualified candidates should possess a bachelor’s degree and minimum of three to five years’ experience in managing various programs and budgets. The ideal candidate should be well versed in Microsoft Office, self-motivated, able to work autonomously, and possess effective communication skills. Oak Knoll offers a salary commensurate with experience and a comprehensive benefit package.

Oak Knoll School of the Holy Child is an independent private Catholic day school coeducational in lower school (prekindergarten through grade 6) and all girls upper school (grades 7-12). For more information about Oak Knoll, please visit www.oakknoll.org or call 908-522-8100.

To apply, please email letter of interest, resume and 3 references to Raye Jean Leastman, CFO, at rayejean.leastman@oakknoll.org. Phone calls will not be accepted.

Oak Knoll School of the Holy Child is an Equal Opportunity/Affirmation Action Employer.