

Assistant to the Headmaster

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of 1,070 students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreK-Grade 4), Middle School (Grades 5-8) and Upper School (Grades 9-12). The school offers a rigorous academic program as part of its mission to educate the whole child – mind, body, and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Assistant to the Headmaster with responsibilities to begin on July 1, 2012. Compensation for the position includes competitive salary and benefits and four weeks annual vacation.

Qualifications: Preferred candidates will possess the following qualifications:

- Bachelor's Degree or equivalent
- Five or more years of professional experience, preferably in a school or college setting
- Strong organizational skills
- Ability to handle confidential information with total discretion
- Technological efficiency with word processing, database, and spreadsheets
- Effective written and oral communication skills
- Outstanding interpersonal skills
- Ability to multi-task effectively

Position Expectations: The individual selected to this position will be expected to carry out the following responsibilities, among others:

- Support the Headmaster in the completion of his responsibilities
- Manage the on-line Master Calendar and oversee Daily Schedule for the Academy
- Schedule meetings for the Headmaster, administrative leadership of the school, Board of Trustees, and its committees. Oversee reservations of certain school meeting spaces.
- Provide support to Board of Trustees through a variety of tasks including the recording of minutes of various meetings
- Lead or assist in the planning of special events, including aspects of Commencement, Senior/Parent Luncheon, Convocation, Faculty and Staff events, etc.
- Coordinate communication with public school districts regarding student bus transportation and complete State of Ohio required reports.
- Supervise the Academy's main receptionists and oversee mail services
- Support Faculty and Staff through a variety of responsibilities including the ordering of office supplies, compiling/updating of rosters and various other lists, recording meeting notes, etc.

Physical Conditions: Candidates must be able to manage the following conditions:

- Work in a fairly public office with frequent interruptions
- Move between buildings and outdoor areas on a large campus
- Occasionally carry and move objects of up to thirty pounds
- Work in a no smoking facility

Legal Requirements: All Columbus Academy employees must pass required criminal records checks and appropriate background checks, including proof of academic credentials.

Columbus Academy believes strongly in the principles of diversity, equity, and inclusion. We seek to identify and hire a greater number of faculty and staff of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability, or socio-economic background.