



Columbus Academy

Middle School Administrative Assistant

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous 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 diversity, equity, inclusion and belonging, and to help students reach their full potential.

The Position: Columbus Academy seeks a full-time Middle School Administrative Assistant with responsibilities to begin July 2024.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree
- Outstanding interpersonal skills
- Dedication to a high level of confidentiality
- Exceptional capability in both written and oral communication
- Excellent organizational skills while still exhibiting a high degree of flexibility
- Proven success at working collaboratively and efficiently on a creative and goal-oriented team
- Willingness to work before/after regular hours of 7:30 a.m. to 3:45 p.m.

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Promote the school's mission and strategic plan, making them the center of all decisions and actions
- Schedule, maintain and confirm the Head of Middle School's appointments and calendar activities
- Manage communication for the middle school office
- Manage and organize supplies for the middle school office
- Manage middle school calendar
- Manage planning and execution of middle school events
- Update and maintain school documents
- Assist and support Head of Middle School as needed

Physical Conditions (candidates must be able to manage the following conditions):

- An office environment within an academic setting
- Mobility around school buildings and on different floors
- Repetitive motion (use of a keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.
- A non-smoking campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should apply online at columbusacademy.org/apply.

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. 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 socioeconomic background.