



# Columbus Academy

## Admissions 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 equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time Admissions Administrative Assistant with responsibilities to begin in January 2023.

**Qualifications** (preferred candidates will possess the following qualifications):

- Bachelor's degree
- Ability to work year-round with typical hours from 8:00 a.m. to 4:30 p.m.
- Proficiency in Microsoft Word and Excel
- Strong phone and email communication skills
- Ability to work in a fast-paced office
- Should possess high energy, attention to detail, and ability to organize effectively
- Experience with admissions-specific data management systems a plus
- A commitment to lifelong learning and professional development
- Enthusiasm, flexibility, and a positive sense of humor
- Demonstrated ability to communicate with a diverse population

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

- Provide primary administrative support for the Office of Admissions and the Director of Admissions
- Respond to general inquiries and applications; manage event RSVPs; schedule student visits and parent tours
- Process all inquiries and applications in our database
- Interface with bus transportation offices to coordinate bus service to and from school; relay information to parents and school staff
- Coordinate and administer admission tests (some are on weekends)
- Accurate and timely data entry
- Manage calendars and correspondence of the Admissions Office and personnel

- Organize and maintain files/records
- Prepare reports
- Greet prospective students, families and guests
- Support mailings and enrollment process
- Demonstrated ability to respond to changing situations in order to meet current needs, such as reprioritizing work as necessary
- Maintain confidentiality in all aspects of work
- Facility with graphic design preferred
- Participate in event planning and program implementation

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

- Office environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- 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](https://columbusacademy.org/apply).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty 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 socioeconomic background.