

Afternoon Receptionist

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of over a thousand students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreK-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 part-time Afternoon Receptionist with responsibilities to begin on August 1, 2018. The regular hours of this position are noon to 4:30 p.m. while school is in session with adjusted hours over school vacations. Annual vacation includes the month of July and one week off at both winter and spring breaks. Due to the part-time nature of this position, employee benefits are not available.

Qualifications (preferred candidates will possess the following qualifications):

- Ability to project interest and responsiveness in greeting visitors and answering questions
- Ability to prioritize when encountering multiple demands at once
- Sufficient technology skills to assist other offices
- An understanding of the operations of a school community
- Strong oral and written communication skills

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

- Greet visitors and direct them to appropriate areas of the school
- Receive telephone calls at main switchboard and direct them as appropriate
- Assist with other general office duties in main administration building
- Be sufficiently informed about school programs and practices to answer questions from a variety of sources

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

- A non-smoking environment
- Ability to work within a relatively constrained physical space

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



4300 Cherry Bottom Road
P.O. Box 30745
Gahanna, Ohio 43230

Phone 614 475 2311
Fax 614 475 0396
columbusacademy.org

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Melissa Soderberg, Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

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.