

Director of Internships and Community Engagement

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 full-time Director of Internships and Community Engagement with responsibilities to begin in July/August 2018. This mid-level administrative position reports to the Assistant Head of School for Academic Affairs and may be combined with a small teaching load. Salary is commensurate with experience. Vacation parameters to be determined.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree required, advanced degree preferred
- Strong oral and written communications skills
- 3+ years experience working in a school environment
- Experience working with adolescents
- Crisis management experience
- Knowledge of local resources
- Enthusiasm, drive and skills to develop connections with leaders in – and beyond – Central Ohio
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning

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

- Responsible for establishing internships and community opportunities for students in grades 9-12: this includes – but is not limited to – developing relationships with local and global organizations, maintaining an accurate database/Google site of the opportunities, and acting as the relationship manager between the school and these entities
- Develop and coordinate the program of information sessions with students and parents, meet with students individually and in groups, and prepare students for application processes (résumé writing, interview skills, professional skills in the workplace, etc.)
- Establish networks for the school to connect with local businesses, social services, schools and universities in all capacities in order to find opportunities for students that are paid positions, volunteer internships, service or research

Position Expectations (continued):

- Develop the summary reports on students' engagement
- Oversee the faculty writing of the requested recommendations for students
- Oversee representatives' visits to campus for programming
- Represent the school at relevant state and national conferences and workshops
- Maintain, create and extend external relationships with local organizations and businesses to create mentorship opportunities
- Ability to collaborate with the alumni relations, college counseling, division heads and other constituent groups
- Fully support the school and its leadership
- Perform other duties as assigned by the head of school

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

- A classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals in classroom, carry objects (no more than 40 pounds), etc.
- A non-smoking campus

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

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.