



Columbus Academy

Executive Assistant to the Head of School

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: The Executive Assistant to the Head of School provides consistent, confidential and professional administrative support for the Head of School in order to maintain the well-being of the school and the broader community. The EAtHoS plays an integral role in the day-to-day goings on of the Head of School, faculty, staff and student body. The EAtHoS is the first line of communication between the Head of School and the wider community.

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
- Willingness to work before/after regular 8:00 a.m. to 4:30 p.m. hours and occasional weekends
- Technologically savvy
- Proven success at working collaboratively and efficiently on a creative and goal-oriented team
- Ability to make quick decisions, take initiative and prioritize tasks
- Devotion to the mission and vision of the school
- Displays warmth, a good sense of humor, considerable patience and good judgment

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

- Schedule, maintain and confirm the HoS's appointments, calendar activities and travel
- Assist the HoS with work and events related to the Board of Trustees, Leadership Team, Administrative Team and the faculty and staff

- Arrange and plan all events and meetings derived from HoS's office including – but not limited to – Convocation, Senior Family Reception, Commencement and Board of Trustees meetings
- Manage all arrangements for faculty/staff meetings and employee events
- Record all meeting minutes for the Board of Trustees, Leadership Team, Administrative Team and faculty/staff
- General management of the HoS Office and Academy Hall
- Assist with management of hiring process for faculty and staff
- Prepare and manage the school's master calendar and daily schedule

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)
- Ability to lift smaller (25 lbs.) objects
- 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.