

Position - Administrative Assistant

CCA Background

Columbus Classical Academy, a Hillsdale College Curriculum School opening in August of 2023, will be the first private, classical, K-12 school in the central Ohio region. CCA is seeking a qualified, passionate, and detail-oriented individual to serve as Administrative Assistant.

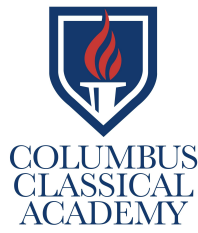
The Administrative Assistant is a salaried, exempt position with a 12-month work schedule (shortened summer office hours). Salary will be set annually on a performance-based schedule. The Administrative Assistant will report to the Academic Dean.

Major Function

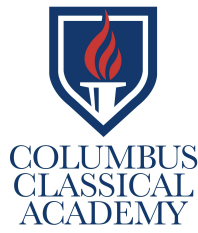
The Administrative Assistant performs administrative work in the Main Office area of the organization as assigned by the Academic Dean, the Headmaster, or other administrative staff. This includes clerical support as necessary to ensure completion of required projects at the school site and to perform a variety of data entry, typing, and general clerical activities in support of an academic or administrative function. The Administrative Assistant will also serve as the receptionist in the Main Office during the summer months.

Administrative duties

- Attendance
 - Track tardies in the SIS and report to Dean when action needs to be taken
 - Gather attendance every morning
 - Input attendance into the SIS
 - Create monthly attendance reports
- Admissions and Enrollment
 - Coordinate the admissions process once applications have been reviewed by the Dean including reviewing enrollment paperwork and gathering required information
 - Coordinate Patriot for a Day shadowing program
 - Coordinate family tours and give tours
 - Maintain student hard files and electronic files
 - Ensure all required documentation is on file
 - Make all formal records requests for incoming students



- Assist with event planning - academic and marketing
 - Parent Teacher Conferences
 - School community events
 - Curriculum nights
 - Student showcases
 - Open Houses
 - Order necessary supplies
 - Assist with set-up
 - Catering - coordinate orders and pick-up food
- Clerical
 - Print and laminate the car tags
 - Print Progress Reports and Gradecards
 - Create reports for the Headmaster and Dean as needed
- Coordinate volunteers
 - Review the Volunteer Log Book
 - Coordinate background checks with Operations Manager
 - Coordinate assignments with the Dean
- Assist Dean with tracking non-consumable inventory including notification of damage charges, replacement, labeling, and stock building
- Maintain office supplies including paper, notions, and coffee/tea inventories
- Founding effort assignments
 - Create various forms as assigned by the Dean
 - Help create processes and workflow for the Main Office
 - Help set-up and organize supply rooms
 - Assist with distributing materials to classrooms



- Maintain faculty snack bar - keep stock, collect fees, count money, and deposit when applicable
- Make bank deposits when needed
- Take on various tasks that are assigned

Qualifications

- Love for children and their families
- Ability to maintain confidentiality and high level of professionalism at all times
- Excellent knowledge of spreadsheet and word processing software
- Experience with SIS
- School experience desirable
- Ability to demonstrate, uphold, and promote in daily interactions a commitment to CCA's mission and vision, and the moral character and civic virtue CCA embodies

Application Process

Please submit the following in a single email to Mrs. Sarah Spaulding, Academic Dean: sspaulding@columbusclassical.org including:

- Cover letter that includes how you learned about Columbus Classical Academy, why you want to work at Columbus Classical Academy, and your salary requirements
- Resume/curriculum vitae
- Three professional (or academic, if a recent graduate) references including email address and phone number for each reference

Compensation, Benefits, & Hiring

Pay is competitive and commensurate with experience and qualifications. The anticipated start date for this position is July 1, 2023.

Benefits offered for full-time employees include health benefits, 401k, paid vacation, personal days, and paid holidays. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Columbus Classical Academy does not unlawfully discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, biological sex, age, national origin (ancestry), disability, military status, or for any other unlawful discriminatory reason.