

Position Vacancy Announcement

Title: Administrative Assistant
Anticipated start date: November 1, 2021 or Negotiable

About our Organization

Springer School and Center is a wonderful community dedicated to supporting students diagnosed with learning disabilities and their families. Encompassing both a day school and a center for educating parents and professionals, Springer is a caring, fast-paced workplace located in Cincinnati's Hyde Park neighborhood.

Position Summary

We are in search of an Administrative Assistant to perform a wide variety of clerical and administrative support tasks to promote Center programs. The ideal candidate will be able to effectively multi-task, possess strong written, oral, and interpersonal communication skills and exhibit a high level of professionalism and independent judgement. The person in this role will have acute attention to detail and be proactive at identifying and solving problems.

Job Goals

- Professional and comfortable interacting with staff, parents, community members, and school district administrators.
- Respond to public questions and concerns with speed and professionalism, directing inquiries to other staff members when appropriate.
- Self-directed and works independently with limited guidance and able to handle confidential information professionally and discretely.
- Proficient in Microsoft Office (Word, Excel) or Google equivalent and have a capacity to learn other technical skills.

Required Qualifications

- High school diploma or equivalent.
- 3-5 years of experience in a work setting.

Additional Preferred Qualifications

- Associates degree or 1 year office experience, or combination of education and work experience.
- Experience working with students with learning disabilities and/or ADHD a plus.
- Experience working in a school setting.

Key Characteristics: Resourceful, adaptable, detail-oriented and dependable.

Terms of Employment: Part-time (20 hours per week)

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to center@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.