

## *CRISTO REY COLUMBUS HIGH SCHOOL*

### **PART-TIME ADMINISTRATIVE ASSISTANT**

#### Who We Are

Cristo Rey Columbus High School is located in Columbus, Ohio and is part of the national Cristo Rey Network. We provide an affordable Catholic, college-preparatory high school education for students of all faith backgrounds. We are co-educational and serve students of diverse backgrounds. We strive to help our students grow intellectually, academically, spiritually, socially, and morally. Our aspiration is that all our students graduate from high school and college and become the future leaders in our institutions, businesses, churches, nonprofits, and the community at large. To learn more about us, visit [www.cristoreycolumbus.org](http://www.cristoreycolumbus.org).

#### Who We Are Looking For

We are seeking a part-time administrative assistant who is passionate about the Cristo Rey mission. This person will be responsible for school administrative functions, primarily managing the school's main office during the morning hours (approximately 8 AM – 12 PM). Additional duties include the creation and modification of documents; communication with students, parents, administrators, and teachers; and other school-related tasks.

#### Basic Requirements

- Associate's degree or equivalent work experience.
- Experience in school setting preferred.
- Excellent verbal and written skills.
- Strong knowledge of MS Office, especially Word & Excel.
- Knowledge of school information systems, specifically PowerSchool, is a plus.
- Fluency in Spanish is a plus.
- Commitment to the mission of the school and the Cristo Rey Mission Effectiveness Standards.

#### Required Skills and Traits:

- Work hours are Monday through Friday, approximately 8 AM – 12 PM.
- Understand and maintain the confidentiality of information surrounding the main office.
- Able to learn and work with school technology.
- Excellent organization and time management skills.
- Attention to details.
- Professional demeanor.
- Proactive, positive attitude.

This school administrative assistant reports to the assistant principal and will work with other members of the school community as needed. This summary does not describe all job duties, and a full job description is available upon request.

#### Application Procedures

Please e-mail your resume and cover letter to Patrick Hickman at [phickman@cristoreycolumbus.org](mailto:phickman@cristoreycolumbus.org). Cristo Rey Columbus High School does not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.