



## Columbus School for Girls

### **Executive Assistant to the Head of School**

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

Columbus School for Girls seeks to hire a highly motivated, detail-oriented person to serve as the **Executive Assistant to the Head of School**.

The Executive Assistant to the Head of School will provide high-level administrative support and will be expected to do so using substantial judgment and independent decision-making, attention to detail, professionalism, and confidentiality. They must be creative and enjoy working in an environment that is mission-driven, results-driven, and community oriented. The ideal individual will write and speak with clarity, precision, and power. Exceptional administrative and organizational skills are essential qualities for the candidate to possess. The Executive Assistant will have the ability to work independently on projects, from conception to completion, demonstrating the ability to prioritize amongst competing goals and objectives. The ability to work under pressure while handling a wide variety of activities and confidential matters with discretion is crucial to success in this position.

#### **Qualifications:**

- A Bachelor's degree with three to five years of relevant experience in office management and/or volunteer coordination
- Experience supporting C-level executives, preferably in an independent school or non-profit organization
- Experience and interest in internal and external communications and partnership development
- An understanding of the value of an all-girls education and the eagerness to learn about the best ways to help young women of promise to reach their full potential as learners and leaders.
- Proficient in Microsoft Office (specifically Word, Excel and PowerPoint) and Google platforms
- Excellent communication skills, a genuine appreciation of adolescents, a sense of humor, and the ability to work well within a diverse, collaborative environment.



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### Characteristics Sought:

- Strong organizational and interpersonal skills with the ability to effectively communicate, both orally and in writing, with all constituents.
- Proven, exceptional organizational and time management skills
- Emotional maturity
- High energy, creativity
- Strong work ethic
- Conscientious and pro-active
- A highly resourceful team-player with the ability to also be extremely effective independently
- Detail- and customer-service oriented
- Able to multi-task with extreme accuracy in a fast-paced, service-oriented environment
- Demonstrates ease in working collaboratively
- Works independently with a strong work ethic, is conscientious, proactive, and self-motivated
- Effectively handle confidential information

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbuschoolforgirls.org](mailto:hr@columbuschoolforgirls.org).

Please put ***Executive Assistant to HOS search*** in the subject line.

*Columbus School for Girls is committed to a policy of non-discrimination and equal employment opportunity to all employees and qualified applicants for employment without regard to race, color, sex, pregnancy, religion, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, genetic information, veteran status, military service, military status, application for military service, or any other status protected by applicable law. The School makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.*