

## 2018-2019 Front Desk Associate at The Graham School

**Description:** Organization Background: The Graham School (TGS) prepares students for academic success, self-direction, lifelong learning, and commitment to community by providing intentional learning experiences that foster imagination, discovery, problem-solving skills, and growing independence. With a particular mission to serve urban students, TGS provides a supportive community where students learn to care for themselves, each other and the natural world. As a school that values generosity, stewardship, and service, TGS nurtures not only students' academic growth and confidence but also their development as compassionate citizens of a global world.

- Location: Columbus, OH
- Available Full-Time Position : Front Desk Associate
  - **Minimum Qualifications:**  
TGS is looking for a highly qualified, independent, self-starting front desk associate
  - Candidate must be multi-faceted and flexible, having skills to work on multiple tasks at once and transition continuously from one project to the next
  - Strong technology skills are required. Candidate must be able to navigate through student information system (PowerSchool experience a plus) for lunch program data entry (training provided), record-keeping, discipline logs and basic student demographic. Knowledge of GoogleDocs and Microsoft Office are a must. Basic IT troubleshooting is helpful.
  - Candidate must be able to record and execute school-required emergency drills, such as fire, tornado and lock-down and work with personnel on annual school audits.
  - Candidate must be able to maintain exceptional organization and privacy while maintaining all student records for the school lunch program.
  - Candidate must be able to communicate and work with colleagues, students and families on a day-to-day basis
  - We are looking for a candidate who can be proactive vs. reactive but be able to handle situations as they arrive professionally and effectively
  - Exceptional attendance is a must.

**Salary:** The Graham Family of Schools offers Competitive Wages with Benefits

**Application Procedure:** Please Email a Resume and Cover Letter

Attn: Cathy Baney @ baney.1@thegrahamschool.org