



Embrace. Educate. Empower.

Job Title: Part-Time Special Projects Assistant

Reports To: Head of School

Classification: Part-Time, Non-Exempt

Hours: Up to 34 hours per week

Position Overview

The Special Projects Assistant supports the operational, administrative, and community engagement needs of the school by managing special initiatives, maintaining student records, supporting front office functions, and assisting with campus-wide projects. This role is essential in promoting an organized, welcoming, and efficient school environment.

Key Responsibilities

Special Projects and Staff Engagement

- **Manage the beautification and upkeep of the Staff Lounge.**
- **Design and deliver personalized greeting cards for staff for birthdays, anniversaries, new births, bereavements, and other life events.**
- **Complete desktop publishing and creative projects for school leadership and events.**
- **Assemble welcome bags for new and returning staff during summer onboarding.**
- **Support operations team with miscellaneous tasks during peak times or special schoolwide projects.**

Qualifications

- **High school diploma or equivalent required; associate degree or administrative background preferred.**
- **Demonstrated experience with record keeping, clerical support, or school-based operations.**
- **Strong organizational and problem-solving skills.**
- **Ability to handle sensitive information with confidentiality and professionalism.**
- **Excellent interpersonal and communication skills.**
- **Creative aptitude for design and event support preferred.**
- **Proficiency in Microsoft Office Suite and basic familiarity with student information systems (preferred).**

Salary

Job Type: Part-time

Pay: \$20.00 - \$25.00 per hour

Expected hours: No more than 34 per week