

## **Office Assistant (in person)**

### **Academic Summer Day Camps, PreK – Grade 6**

Office assistants work onsite while the program is in session. They also help with both the set up and move out of their site. Office assistants report directly to the site coordinator to support the instructional staff. Office assistants provide information to staff and families in person and by phone and may be called on to supervise students in the building or on the playground. This is an active and visible role requiring high energy and flexibility.

*Please note, in addition to onsite work during sessions, one to two assistants will be asked to help with preparation and wrap-up responsibilities on the Evanston Northwestern campus beginning in early June and ending in mid-August. If you are interested in this aspect of the position, please let the CTD program coordinator know.*

**Pay:** \$17 per hour, 37.5 hours per week

### **Locations and Dates**

Site addresses in the Chicago area:

- Chicago (Location TBD): June 24 – August 2 (no classes the week of July 1 – July 5)
- Evanston (Location TBD): June 24 – August 2 (no classes the week of July 1 – July 5)
- Specific training date for each site is TBD

### **Qualifications**

- *Preferred:* Previous office experience, experience in customer service and with children.
- Strong organizational and problem-solving skills and proactive thinking required.
- Effective, professional communication skills required.
- Strength and mobility to lift supply boxes weighing 40+ pounds.
- Ability to run a short distance and lift a child weighing approximately 40 pounds required.
- First aid training a plus.

### **General Responsibilities**

- Complete administrative tasks in support of instructional staff, reporting directly to the Site Coordinator.
- Supervise active students during lunch/recess or in classrooms as necessary.
- Greet and respond to inquiries and requests from families and school staff and relay pertinent information to the Site Coordinator.
- Organize and manage site supplies including computers and other devices.
- Learn and implement CTD policies and procedures regarding health, safety and confidentiality.
- Uphold and promote the CTD Honor Code among staff and students.
- Follow all CTD rules and regulations concerning staff conduct and appropriate dress.
- Assume program-related responsibilities as requested by site coordinator.

*Center for Talent Development is accredited through Cognia® by the North Central Association Commission on Accreditation and School Improvement (NCA CASI)*

*As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.*

*The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).*