



GUIDANCE DEPARTMENT ADMINISTRATIVE ASSISTANT

Cincinnati Christian Schools is in search of a vibrant and dynamic guidance department administrative assistant who has been called to work in the field of Christian education. CCS is a distinctively Christian school that prepares Christian students for Kingdom service. Our teachers and staff have a contagious love for Jesus Christ, and a passion for the subject matter, grade level, or area in which they teach or work. In addition, they have a strong desire to form meaningful relationships with students and their parents.

Qualified candidates will have a minimum of a high school diploma. The ideal candidate will possess strong interpersonal skills, as this position will require collaboration with students, parents, and other school personnel. Experience working in a school guidance department is a plus.

This is a full-time hourly position with full insurance coverage (medical, dental, life, short-term, and long-term disability), paid holidays, paid sick leave, paid professional days, and tuition financial aid for school-age students who attend Cincinnati Christian Schools.

For additional information contact Mei Ling Rumping, Director of Human Resources at meiling.rumping@cincinnatichristian.org. To apply, please visit the Employment section of our website to complete our online application.