ATHLETIC DEPARTMENT ADMINISTRATIVE ASSISTANT (PART-TIME)

Cincinnati Christian Schools is seeking an Athletic Department Administrative Assistant to join our team. This part-time, 10-month (school year) position will provide administrative, organizational, and operational support to the Athletic Director and athletic department. This position helps ensure the efficient day-to-day operation of the athletic office while providing professional and responsive service to student-athletes, families, coaches, school staff, and visitors.

The ideal candidate is organized, dependable, detail-oriented, professional, and able to communicate effectively with students, parents, coaches, officials, and school personnel. The Athletic Department Administrative Assistant should demonstrate a commitment to the mission and values of Cincinnati Christian Schools and provide a welcoming, professional, and service-oriented presence within the athletic department.

QUALIFICATIONS

- The ideal candidate will have a love for the Lord and desire to share their faith and serve students and families
- High school diploma or equivalent required; additional education or training in business administration, education, athletics, or a related field preferred.
- Previous administrative, office, school, athletic, or customer-service experience preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to maintain accurate records and manage multiple responsibilities with attention to detail.
- Proficiency with common office technology, including email, word processing, spreadsheets, calendars, and online databases.
- Ability to learn and effectively use school and athletic department software and communication platforms.
- Ability to work independently while also functioning effectively as part of a team. Ability to maintain confidentiality and exercise sound judgment.
- Ability to work occasional evenings and weekends as required by the athletic schedule.

WHY CCS?

CCS is a distinctively Christian school that prepares students for Kingdom service. Our teachers and staff have a contagious love for Jesus Christ, a passion for their work, and a desire to build meaningful relationships with students, their families, and the broader CCS community.

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.