POSITION: Executive Assistant

HOURS: Part time to Full Time, Variable hours

PROGRAM TYPE: Academic/behavioral counseling

ABOUT GOALS

Here at Goal Oriented Academics & Learning Sciences (GOALS), our mission is to foster self-sufficient learning through the application of individualized learning strategies and positive habit (re)formation. Most tutoring has one objective in mind: to help students remember information long enough to succeed on the next test. As an academic support facility rather than a tutoring center, we approach learning differently. We recognize that, in order for students to succeed in life, they must understand how their own mind processes information and emotions. Only then can they tailor their own way of learning to maximize their efforts and potential. We create systems and strategies to help each student achieve their academic and personal goals and build the habits they need to succeed on their own. We are passionate about helping our students and want to hire people who think the same way. For more information, please visit us at www.goalorientedacademics.com.

JOB SUMMARY

The GOALS Executive Assistant provides administrative support and information management on a daily basis. This position supports the CEO in taking session notes, managing student follow-up, and student and parent communication and general organization. This position requires a highly organized, detail-oriented multi-tasker who can work under pressure and meet deadlines. This staff member must also be a clear communicator with good writing skills. This position requires a high degree of sensitivity to student and parent confidentiality. A professional manner and dress is mandatory.
POSITION RESPONSIBILITIES

- Take session notes in all of CEO's 1:1 and intake sessions
- Prep as directed for all CEO's sessions
- Respond to texts and emails on a daily basis
- Ensure that all phone calls are made/responded to in a timely manner and all conversations are appropriately documented
- Consult with Admin as needed on all student and parent communication
- Keep track of and take action on all CEO's action item lists
- Projects as assigned
- Administrative tasks as assigned
- Assist in student scheduling
- Open office as assigned
- 20% personal errands and paperwork for CEO
- Field all admin issues and work towards resolution

QUALIFICATIONS

- Extremely organized and detail oriented
- Ability to stay on task in a sometimes distracting office environment
- Ability to multi-task and task-switch with ease
- Ability to roll with the changes that happen during the day
- Self-motivated to complete tasks when unsupervised
- Excellent written and verbal communication skills
- Excellent collaboration skills
- Professional and friendly attitude when working with students and parents
- Enjoys humor and a fast-paced environment
- Willing to work 35+ hours per week Monday through Friday with occasional overtime
- Willing to work evening hours
- Position will have set work hours but will also have some variability from week to week - hours will match those of CEO and his students
- Skilled at using Google docs and spreadsheets
- 1-2 years of administrative experience
- BA/BS preferred