

ASPIRE ACADEMY

ADMINISTRATIVE ASSISTANT JOB POSTING

Position: Administrative Assistant, part-time (mornings)
Start Date: Immediate
Compensation: Based on experience, to be discussed

Our goal at Aspire Academy is to create an amazing and unique work culture that fosters professional and personal growth in every member of our team. Creating and maintaining an amazing work environment takes effort from everyone who works at an organization, therefore every team member at Aspire Academy is expected to:

- Recognize and appreciate the impact that they have on their students and colleagues each day
- Positively contribute to our work culture at Aspire Academy
- Be motivated and willing to learn
- Be flexible and open to change as Aspire grows and evolves
- Work independently with minimal supervision, as well as on a team
- Practice effective problem solving and conflict resolution strategies
- Remain calm and non-confrontational under pressure
- Accept feedback openly, reflect on this feedback and adjust their performance
- Develop performance-related goals for themselves in collaboration with their supervisor(s) then actively work towards accomplishing these goals
- Actively participate in professional development activities
- Practice self-care (in whatever way that suits them!) so that they bring their best self to work every day
- Uphold a high standard of ethical and professional behaviour (i.e. deal with confidential information appropriately, understand boundaries, make ethical decisions, treat clients and colleagues with dignity and respect etc.) for themselves and their colleagues
- Respect our physical space and regularly participate in tasks that keep our space clean, safe and inviting
- Complete tasks as assigned to ensure that operations run smoothly (i.e. follow assigned schedule, understand and follow workplace policies, submit employment documentation as needed, submit payroll in a timely manner)
- Be accountable to their colleagues and teammates
- Understand the roles at Aspire Academy and how they interact; seek support/feedback and direct ideas/questions accordingly; delegate tasks appropriately

These behaviours aren't just "extra, when-you-have-time-for-them" tasks; they are "ongoing, non-negotiable, all-the-time" tasks because they lay the foundation for all the magic that happens at Aspire!

At Aspire Academy, our Administrative Assistant plays an important role in the daily operations of the school and onboarding new clients, In addition to the behaviours listed above, the Administrator/Intake Coordinator at Aspire:

- Performs administrative duties including, but not limited to, answering the phone, returning phone calls, managing our general email account, and greeting guests upon arrival
- Monitors and assists with student attendance, greets late students upon arrival, escorts them to their classroom
- Assisting with student admissions in various ways including:
 - Responding to initial inquiries
 - Arranging intake meetings with clinical team
 - Providing onboarding information to new families
 - Gathering, organizing and filing necessary paperwork

Role Requirements

- Ontario High School diploma or equivalent
- Strong affinity for customer service
- Great communication and interpersonal skills
- Excellent time management and organization skills
- Proficient computer literacy
- Ability to work in a fast-paced, ever-changing environment

We proudly provide all new employees with ample training, support and encouragement as they start transition onto our team at Aspire Academy.

If you are interested in applying for this position, please or email your resume and cover letter to academy@insideaspire.com. We will happily reply to, meet with and interview suitable candidates!