

## YGW – Tiferes Gedaliah – Office Assistant – Part Time – Boys Division Job Announcement

The Yeshiva of Greater Washington- Tiferes Gedaliah (YGW) is looking for a personable, modest, and proactive part-time Office Assistant for our Boys Division, who can successfully handle various tasks at any given time in our fast-paced and friendly office environment. YGW is an orthodox Jewish middle school, high school and college program on two campuses in Silver Spring and has been serving the Greater Washington community for over 50 years.

Areas of responsibility include running the school office, answering the phone, greeting visitors, communicating with students, parents and staff, and supporting the Boys Division administration.

### RESPONSIBILITIES:

- Answer the phone and greet school visitors politely and appropriately
- Maintain consistent Friday office hours of 8:30-1:30
- Perform light office work including preparing letters and documents and sending out emails
- Replenish office and school supply inventory
- Keep the office neat and orderly
- Tend to student needs
- Provide minor First-Aid to students
- Organize school events as needed

### QUALIFICATIONS:

- 3 - 5 years of office work environment
- High level computer user with database user experience
- Outgoing and friendly personality with the ability to communicate effectively
- Detail oriented and organized
- Ability to multi-task effectively and efficiently
- Must be comfortable with and respectful of the values in an Orthodox Jewish environment
- Experience with PowerSchool or other educational software preferred
- Certified MedTech a plus

To apply, send your cover letter, resume and salary requirements (salary history is acceptable substitute), via email to [employment@yeshiva.edu](mailto:employment@yeshiva.edu) . Please include “Boys Division Office Assistant” in the subject line.