

At Aspire, what you give
shapes your students, your colleagues, your community—
and yourself.



It is more than just a summer job.

It's a place for thinkers, leaders, and changemakers who believe in the agency of all girls, with a particular focus on students who are facing consistent economic hardships and are working toward being the first in their family to go to college.

We remain steadfast in our belief that girls need to be trusted and empowered to explore what they value. We believe that teaching is uniquely vital and impactful work for our times.

Our approach focuses on collaboration, connections, and shared learning.

Are you ready for an experience that not only will have a profound effect on your students, but also will create opportunities for personal development, cultivate valuable skills, and shape how you think about today's complex world?

Administrative Assistant at Aspire: Position Overview

The Aspire Program Administrative Assistant sets the tone for the Aspire office while performing multiple tasks to keep the program running smoothly during the summer session. This individual plays an integral role on the leadership team, working closely with the Program Director to successfully implement all program components.

The Administrative Assistant plays a pivotal role in evaluating routine issues that may arise in the daily course of program operations, effectively delegating them for troubleshooting and resolution. In addition to excellent verbal and written communication skills, the person assuming this position should be an energetic, enthusiastic, and positive individual who is detail-oriented, discreet with confidential information, and can manage multiple projects simultaneously. Excellent organizational skills, a strong background in technology, and efficient use of databases are essential to the role.

The opportunity is suited for an emerging leader who believes in Aspire's mission and is interested in gaining operations, event planning, and communications experience.

Essential Duties and Responsibilities

- Compiles, files, organizes, and maintains accurate student information, grade and attendance reports, and other records.
- Generates and effectively shares correspondence, announcements, newsletters, memorandums, social media, and other materials.
- Maintains the online LaunchPad and master calendar of events. Uses a variety of tools to communicate information within the program and to appropriate offices in the school.
- Assists with the logistics and implementation of critical Aspire elements, including Choice Period, Workshops, Open Houses, Field Trips, and Closing Ceremony.
- Orders materials and supplies.
- Answers the telephone to provide information, takes messages, and/or transfers calls.
- Provides tech support for minor technology issues, communicating with IT Dept as appropriate
- Greets and assists constituents in a pleasant and welcoming manner to create a sense of safety and belonging, particularly effective interactions with middle school girls.
- Other duties as assigned.

Qualifications

- Professional attitude and demeanor; creativity and ability to be a self-starter.
- Demonstrated skill with technology: Google products (Docs, Sheets, Slides), database use (i.e. creating queries, printing reports, etc.), social media platforms.
- Interest in working in an educational setting and an understanding of Aspire's mission.
- Must be able to communicate in a friendly and diplomatic manner at all times with all members of the diverse Aspire community.

Education and Experience

Associate's degree or higher (in progress or completed) or significant related experience and/or training

By becoming Aspire's Administrative Assistant, you will have the opportunity to:

- Share your interests in operations, communication, and event planning
- Assist in the implementation of innovative programming that meets the needs of adolescent middle school girls and their teachers
- Learn about topics currently relevant in schools and in the world of education-at-large today.
- Shape the futures of a motivated, bright group of girls who face consistent economic barriers and are working towards being first generation college students
- Become part of a thoughtful, inspiring team, and enjoy new friendships in a group of dynamic teachers

Read the [Aspire Viewbook](#) for more information.

Watch this [2-minute video](#) about teaching at Aspire.

Contact aspire@hb.edu with any questions.

Location

The Hathaway Brown School is located on a beautiful 16-acre campus in Shaker Heights, OH.

Dates and Hours

See the summer calendar and hours below. In addition, the Admin Assistant position includes the equivalent of **an additional 24 days** for planning and preparation to be scheduled with the Program Director at mutually agreed upon times prior to the start of the program on June 16.

The summer session runs from June 16 – July 25, 2025, Monday through Friday from 7:30 a.m. to 4:30 p.m.

Calendar:

June 16, 17, 18, 20, 23 Teacher Orientation. Note: Aspire is closed for all on **June 19**.

June 24 Student Program Begins

July 3 Teacher Professional Development Day, Aspire is closed for students

July 4 Aspire is closed for all

July 23 Closing Ceremony, last student day

July 24 and 25 Teacher Wrap-Up and Reflection

Compensation: \$6300

Application Process and Timeline

We encourage you to submit your application early because we will review applications as soon as we receive them. Once we have identified a qualified candidate and the position is filled, we will close our application portal. Feel free to contact us at aspire@hb.edu about your timeline.

Step 1: Complete [Admin Assistant Google Form](#) application.

Step 2: Selected applicants will receive an email from "The Aspire Program of Hathaway Brown School via Hireflix" with a link to complete a video interview. Applicants will have 1 week to submit their responses, and the interview can be done at any time from any device with a camera and microphone—no app or account required. It takes 20-30 minutes to complete.

Step 3: Finalists conduct a live interview with program leadership before an offer is extended.