



City on a Hill Charter Public School, a public high school in urban Boston with 280 students, emphasizes academic achievement, citizenship, teacher leadership, and public accountability.

We seek to graduate responsible, resourceful, and respectful democratic citizens prepared to advance community, culture and commerce, and to compete in the 21st century.

City on a Hill Charter Public School seeks a qualified and experienced **Part Time Office Assistant** to join our hard-working mission focused organization committed to reforming urban public education and narrowing the achievement gap.

Major Job responsibilities include but are not limited to:

- Collecting student data
- Entering the data into our school software
- Assisting in school/office projects as needed
- Miscellaneous office tasks
- Additional responsibilities and assignments to be determined by Principal and Executive Director

Qualifications:

- An Associate's degree is required.
- Must be extremely detailed and focused
- Must be able to work in an open space with lots of foot traffic and maintain accuracy of work
- Must have strong writing and verbal skills
- Must be a team player

This is a **Part Time Hourly** Position (around 15 hours a week) in the afternoon Monday through Thursday and Friday mid-morning. To learn more about our school and mission, please visit our website at www.cityonahill.org

City on a Hill is an Equal Opportunity Employer. Minorities and bi-lingual applicants are strongly encouraged to apply.

Candidates should submit a cover letter, with salary requirements and resume to:

Christina Killizli-Salameh, HR Dept.

City on a Hill Charter Public School
58 Circuit Street
Roxbury, MA 02119

Or email your cover letter and resume to:

[hiring@cityonahill.org](mailto: hiring@cityonahill.org)

PLEASE NO PHONE CALLS or FAXES.