

## **Employment Opportunity**

## **Cleveland Children's Dyslexia Center**

The Cleveland Children's Dyslexia Center provides therapeutic level educational services for children identified as struggling readers due to dyslexia. Tutoring services take place after school hours.

The Center is open for tutoring 32 weeks of the year. The administrative staff, which includes the Office Assistant, work 40 weeks per year.

### **JOB DESCRIPTION - OFFICE ASSISTANT**

The Office Assistant reports directly to the Center Director and is responsible for providing administrative and secretarial support.

Duties include reception services, file maintenance, and communication with parents verbally and with written correspondence.

Hours: 18 to 24 hours per week

6-hour days

Hours of operations Monday through Thursday 1:00 to 7:00 PM

Requirements:

Excellent organizational skills

Proficient with Microsoft Office – Word, Excel, Outlook

Good communication skills

Good writing skills

Ability to track projects

Ability to learn new software that includes the Center's database

Reliable attendance

All employees at the Center must pass a background check.

**Cleveland Children's Dyslexia Center**

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