

APLUS Learning Center provides various academic enrichment for students in grades 3-12. Our GT/Magnet prep classes for students in the Montgomery County area have an outstanding track record: In 2018, a total of 227 APLUS students were accepted into the Magnet high school program of their choice (including the waiting pool). APLUS's group of certified and experienced teachers, advanced class and testing materials, as well as professional and knowledgeable staff are all contributing factors to each student's success.

Job Description:

The Operations Assistant is responsible for administrative coordination of all APLUS Education's academic services, including APLUS Tutoring Group, APLUS Learning Center, and Test Preparation. Additionally, he/she must be familiar with all APLUS products and services. As a result, you will be able to "wear many hats" and learn about various day-to-day tasks and responsibilities include (but are not limited) to the following:

- Answering incoming telephone calls/emails and greeting everyone who enters the school building in a warm and welcoming way.
- Assisting new and returning students with class registration
- Supporting logistics and execution of various special events including seminars, open houses, test reviews, and orientations.
- Completing administrative tasks such as photocopying, preparation of important notices, scanning, curriculum organization and maintenance, and creation of various documents for correspondence and communications to teachers, parents, and students.
- Helping us achieve our attendance goals by recording student attendance and contacting parents via phone/email
- Managing inventory of office and student supplies

Our office is open during the Fall and Spring semesters from Tuesdays through Fridays 12:00pm-8:00pm. Additionally, most of our classes are held on Saturdays, so we are open from 8:30am-8:00pm on Saturdays during the Fall. We are looking for either a full-time or part-time Operations Assistant to join our team. If interested, please send a resume to Jocelyn Park, Director, at jpark@apluslearningcenter.com.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications & Skills:

The Operations Assistant should be a warm and welcoming go-getter. Qualified candidates also possess:

- A positive attitude and strong work ethic
- Strong computer skills, including fluency in Microsoft Office
- Excellent organizational ability to set priorities, organize workload, handle multiple responsibilities, and meet deadlines
- Consistent punctuality and flexibility to work beyond stated job hours when necessary
- Eagerness to acquire new skills

- Effective intercultural communication and ability to handle calmly and efficiently situations ranging from routine to emergency
- Administrative/operations experience in a small business setting or school
- Bachelor's Degree from an accredited institution preferred
- Small business experience and multilingual a plus