



Ewing Marion Kauffman School
6401 The Paseo, Kansas City, MO 64131
phone: (816) 268-5660

Job Description

The responsibilities of an Honors Program-Kauffman School Work Study include, but are not limited to:

- Working with operations team on supply inventory, organization of school property, and asset tracking activities
- Assisting with planning and implementation of special events
- Assisting with mailings
- Preparing materials for teachers
- Assisting with record keeping
- General administrative tasks (i.e. photocopying, filing, shipping)
- Designing informational displays for bulletin boards
- Event planning and orchestration
- Other duties and/or projects as assigned

Required Qualifications:

- Attention to detail
- Flexibility
- Punctuality and reliability
- Superior writing ability
- Excellent interpersonal and verbal skills
- Energetic, outgoing and friendliness
- Customer service skills with people of all ages
- Ability to multitask and be highly productive
- Proper telephone etiquette
- Strong problem-solving skills
- Professional attitude
- Ability to work well with people in a team-oriented workplace setting
- Familiarity with both Apple and Microsoft platforms

Students will need to provide their own transportation to the Kauffman School.