



# THE WHEELER SCHOOL

**Title:** Part Time Afternoon Receptionist

**Department:** Operations

**Reports to:** Director of Campus Operations

**Exempt Status:** Non Exempt

**Position Status:** Part Time

**Last Updated:** 11/24/2025

The Wheeler School, a co-ed. N-12 independent day school of approximately 800 students in the College Hill neighborhood of Providence, RI, is seeking a Part Time Afternoon Receptionist. The Part Time Afternoon Receptionist reports to the Director of Campus Operations. This is a part time time, 20-hour per week position for 10 months per year.

## About our School

Founded by visionary educator and artist Mary C. Wheeler in 1889, Wheeler is a school committed to challenging academics, a rich performing and visual arts curriculum, and innovation. Our urban campus is supplemented by a 120-acre farm campus, which is the site of seven fields, tennis courts, a field house, and provides many experiential learning opportunities for students of all ages.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. They are ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. When developing curriculum and programming, our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, employees love to spend their days with young people and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

## Primary Job Duties and Responsibilities:

The Part Time Afternoon Receptionist will provide general administrative support to ensure smooth daily operations. This role also involves keeping the reception area organized, addressing inquiries promptly and professionally, and supporting staff with routine clerical work to help maintain an efficient and welcoming office environment. Specific duties include:

- Answering the central telephone and directing callers to the appropriate destination
- Serve as liaison with current and prospective parents
- Assist with all constituencies and with the general public
- Welcome visitors to campus, scan IDs and issue visitor badges
- Know the daily school activities and bussing schedule
- Assist with afterschool program activities as needed
- Perform other related duties as assigned

## Qualifications

- High school graduate or equivalent
- Previous clerical experience is required
- Excellent phone etiquette and customer service skills are essential for this role
- Knowledge of Microsoft Word and Excel and Google Workspace
- Motivated, dedicated multi-tasker
- Proactive self-starter
- Willingness to perform additional tasks as requested by supervisor
- General understanding of workings of school environment preferred

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that are essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The requirements for performing the duties of this position are as follows:

- Regularly required to stand, walk, talk, and hear; regularly use hands and fingers, tools, or controls, regularly required to sit.
- The employee will occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually moderate.

### **How to Apply**

Interested candidates should email a resume, cover letter, and references to [jillfeingold@wheelerschool.org](mailto:jillfeingold@wheelerschool.org) with the position title in the subject line. Applications will be accepted until the position is filled.

### **Wheeler Benefits**

At Wheeler, we offer a comprehensive benefits package to qualifying employees, including comprehensive medical and prescription drug plans, Health Reimbursement Account (HRA), Dental, Flexible Spending Accounts (FSA), 403(b) Retirement Plan, Vision, Life and AD&D, Voluntary Life Insurance, Short Term Disability, Long Term Disability Insurance, Wellness and Work-Life Programs, and Benefits Concierge services.

### **Statement on Diversity and Cultural Competency At Wheeler**

At Wheeler we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

*The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*