

Thursday, August 20, 2020



Job Posting Request Form

Company Name

Brain Balance of North Oakland

Position Title

Assistant Director

Job Description

Brain Balance is looking for a dynamic Assistant Director with outstanding personal skills and strong leadership qualities. We will provide the right candidate with the personal training and proper tools required for being successful in this position. The Assistant Director is a full time salaried position requiring 40-45 hours per week.

Responsibilities include but are not limited to the following:

Implement community education and marketing to schools and local businesses

Conduct center tours and consultations with parents

Facilitate center enrollments and re-enrollments

Develop relationships to guide families through the Brain Balance process

Motivate students to reach their ultimate potential

Schedule, confirm, and prepare for daily and weekly appointments

Office duties such as answering phones, filing, data entry, and processing payments.

Required skills and education:

Minimum Bachelor's Degree

Excellent customer service mindset

Extraordinary organizational and coordination skills with ability to multi-task

Outgoing personality with ability to take initiative

Creative problem solving skills

Patient and kind towards children with special needs and their families

Computer expertise

Other requirements:

Please submit both a cover letter and resume

Contact Name

Carrie Ordobina

Contact Phone Number

(248) 716-5400

Contact Email

codrobina@brainbalancecenters.com

What type of job is this?

Full Time

Position Opening Date

Friday, September 4, 2020

Compensation

\$30K-\$34K per year

Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)

Management (School of Business and Professional Studies)

Interdisciplinary Studies (School of Humanities)

Health Sciences (School of Natural and Behavioral Science)

Psychology (School of Natural and Behavioral Science)

Social Work (School of Natural and Behavioral Science)