



Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2026-2027

Part-time Elementary Counseling Administrative Assistant
Elementary School
(FULL-TIME POSITION)

JOB SUMMARY:

The Elementary Counseling Administrative Assistant supports the counseling team in providing effective social-emotional and student and parent support services. This role involves coordinating schedules, maintaining confidential records, assisting with communication, screening coordination, and supporting the logistics of counseling programs and student support initiatives.

The position requires strong organizational skills, discretion with sensitive information, and the ability to work collaboratively with counselors, teachers, administrators, students, and families.

REQUIRED QUALIFICATIONS:

- Experience in school administration, counseling support, or office coordination preferred.
- Strong organizational and time-management skills.
- Ability to manage confidential information with discretion.
- Excellent interpersonal and communication skills.
- Proficiency with common office and digital tools (Google Workspace, email, scheduling systems).
- Experience working in a school environment is an asset.

Application deadline: Open till filled.

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>

Posted on: April 2nd, 2026.