

Forcey Christian School Admissions Coordinator - Administrative Assistant

POSITION SUMMARY:

Relieves Principal of administrative detail; performs advanced, complex, and confidential secretarial work with a broad scope of responsibilities; works independently and with little or no direct supervision for extended periods of time; ensures the office runs smoothly and with limited interruption while the supervisor is absent.

ESSENTIAL FUNCTIONS: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

RESPONSIBILITIES:

- Maintains a Christ-like attitude that contributes to the overall school environment
- Proactively coordinate and manage registration process from beginning to end
- Create materials to support registration
- Plan and attend open houses
- Communicates with prospective parents and works with the student account representative to enroll students.
- Answers and direct phone calls and emails
- Maintains contact lists
- Provides general support to visitors and staff
- Manages late and early dismissal students
- Maintains school calendar and handbooks
- Coordinates with web designer on daily web maintenance and to manage and develop content for web site
- Composes, prepares and/or types a wide variety of paperwork including that of a confidential, complex, and/or technical nature
- Researches, compiles, interprets, and summarizes information for various reports, spreadsheets, surveys, and special projects; researches files, accounts, records, etc. to resolve problems and/or correct documented information; informs appropriate individuals of discoveries.
- Performs a variety of administrative work associated with special projects; processes correspondence and special documents; ensures the accuracy and completeness of the same before submitting for approval and signatures.
- Develops and maintains a filing system of a variety of correspondence, forms, cards, student records, reports, and documents; purges files to obtain and update information; ensures the files are maintained in an organized and efficient manner.
- Post social media updates via twitter, YouTube, Instagram, and Facebook.
- Adds/Maintains all students/faculty info in FACTS database

- Manages yearly student and class portraits and oversees yearbook sales
- Responds to requests for student records.
- Performs other duties as directed by Administration

MINIMUM QUALIFICATIONS REQUIRED:

- Growing believer in Jesus Christ
- Proficient in Microsoft Office Suite
- Ability to manage multiple projects simultaneously
- Attention to details and problem-solving skills
- Excellent verbal and written communication skills
- Strong organizational and planning skills
- Professional and positive attitude
- Ability to work closely with team members
- Knowledge of effective and efficient recordkeeping practices and procedures.
- Ability to represent and project both a positive and professional image of Forcey Christian School as is characteristic of the executive administrative level positions.
- Ability to build and maintain positive, effective, and professional working relationships with executive level leaders, as well as the individuals within the community.

MATERIALS AND EQUIPMENT USED:

Computer
 Printer
 Fax Machine
 Binder
 Laminating Machine

EDUCATION AND EXPERIENCE:

High school diploma required. College degree preferred. Willing to attend school to gain progressive experience performing administration/registrar work in a school office.

LICENSES AND CERTIFICATIONS:

None.

MENTAL AND PHYSICAL ABILITIES:

- Ability to meet attendance requirements.
- Ability to read, write, and communicate the English language.
- Ability to perform routine mathematical calculations.
- Ability to transcribe dictation and type correspondence.
- Ability to operate various general office equipment including a telephone, computer, laminator, copy machine

- Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to staff or outside contacts requiring assistance.
- Ability to work well under the pressure of deadlines.
- Ability to follow instructions and work independently with limited supervision.
- Ability to maintain the confidential nature of the department.
- Ability to exercise a high degree of tact, diplomacy, and confidentiality while working with executive leaders and the community.
- Ability to make sound decisions and resolve operational problems in the absence of an immediate supervisor.
- Ability to work on multiple projects effectively and efficiently at the same time without becoming frustrated or disorganized.
- Ability to plan, organize, and prioritize workday to accomplish work in compliance with quality standards and deadlines.
- Ability to determine the most effective and efficient method to accomplish work objectives and goals and to work under limited supervision.
- Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) 5-10% of work time.

WORKING CONDITIONS:

- Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- **All employees recognize that Forcey Christian School is a Christian School and agree that they will do nothing as an employee of Forcey Christian School to undermine its mission.**

SALARY RANGE: \$35,000-39,000 annually