



Admissions & Office Assistant

Job Title: Admissions & Office Assistant

Reports to: Admissions Director & Elementary Principal

Profile: The Admissions & Office Assistant contributes to the school's mission by supporting the admissions process and daily office operations, providing exceptional service to prospective and current families, students, and staff. The ideal candidate will have a vibrant faith in Jesus Christ as well as educational experience at the elementary level. This position is budgeted for 25-40 hours per week depending on the skills and experience of the candidate.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Agreement with CCA's employee lifestyle statement
- Must have a welcoming and winsome personality
- Willingness to live and serve as a Christian role model as outlined in the CCA Employee Handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

Professional Requirements:

- Has a conviction of God's calling to Christian school ministry
- Models servant leadership and has the ability to build relationships and support the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Ability to participate in staff meetings and work days as required
- Ability to develop positive rapport with students, parents, and colleagues
- Willingness to agree to follow policies and procedures set forth in the CCA employee handbook
- Commitment to maintain strict confidentiality
- Energetic and confident with a proven track record as an approachable, flexible, and highly collaborative individual
- Possess strong interpersonal, verbal and written communication skills
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the public

Responsibilities:

- Professionally and relationally present CCA to prospective families
- Responsible for the systematic and efficient handling of applications, communication with parents, tours of the school, student shadow days, family interviews, obtaining necessary student documentation

- Possess a thorough understanding of all aspects of the admissions process, including up-to-date enrollment numbers and statistics
- Provide immediate response, follow-up and record keeping of daily inquiries
- Maintain detailed and accurate records of tours, student status, wait lists and other admissions-related documents and information
- Become knowledgeable of FACTS student information system and admissions/enrollment products through continuous online training
- Maintain accurate records within FACTS for each admissions student from the point of inquiry to enrollment
- Assist in the planning and execution of all admissions and marketing events
- Represent the school at various events both during and outside of school hours
- Prepare and distribute weekly school newsletters
- Provide support in the CCA office including answering phone calls, greeting and checking-in visitors, making copies, assisting in preparations for special events
- Support faculty, families, students, and visitors through effective communication processes and problem-solving efforts maintaining confidentiality
- Treat all information about students as confidential
- Other duties as assigned

Education and Experience Requirements:

- College education preferred
- Experience in MS Office Suite, Adobe Creative Suite, Canva, and WordPress preferred

Working Conditions:

- Primarily office environment with the ability to engage with students, parents and colleagues

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry, lift, lower for a full day of school. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

Acknowledgement:

I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Please apply [here](#)