

# Columbia Academy

## Job Description

### Upper School Administrative Assistant

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** UPPER SCHOOL ADMINISTRATIVE ASSISTANT  
**REPORTS TO:** UPPER SCHOOL PRINCIPAL  
**PAYROLL STATUS:** SALARY NON-EXEMPT, FULL-TIME, TEN MONTH  
**TYPICAL HOURS:** 7:30 – 3:30 WITH A 30-MINUTE LUNCH BREAK

**PURPOSE AND SCOPE OF THE POSITION**

The Upper School Administrative Assistant reports to the Upper School Principal and assists in the overall operation of the Upper School at Columbia Academy. The Administrative Assistant will handle a variety of tasks and assignments and work with the Principal in maintaining a positive, student-centered environment.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Communicate with parents and visitors personally, as well as via phone, email and postal mail.
2. Maintain up-to-date student data in RenWeb including class and activity rosters, student grades and allergy list.
3. Coordinate the Upper School calendars for events, cafeteria cleaning, senior signings, shadowing days, etc.
4. Provide administrative support for the Director of Spiritual Development.
5. Send emails, newsletters, and upcoming event notifications.
6. Scanning, copying, faxing and printing for faculty and students.
7. Maintain and order office, copier and printer supplies.
8. Maintain forms notebook for faculty and staff.
9. Check in and distribute passes to tardy students.
10. Coordinate business matters with the Business Office including making deposits, submitting check requests, work orders and absence forms.
11. Provide medication for ill students; maintain log for medication given; maintain snacks, water, insulin, etc. for diabetic students.
12. Perform other duties as assigned by the Upper School Principal.
13. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

## **KEY COMPETENCIES**

1. The ideal Administrative Assistant shall
  - Have earned a college degree or its equivalent
  - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
  - Feel comfortable with working in a team environment or individually
  
2. The Administrative Assistant must demonstrate the following skills:
  - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
  - Excellent interpersonal skills including effective written and verbal communication
  - Attention to detail and high level of accuracy
  - Ability to anticipate work needs and follow through with minimal direction
  - Ability to demonstrate sound judgment in decision making
  
3. The Administrative Assistant must demonstrate the following personal attributes:
  - Fully committed to his/her Christian faith in belief and practice
  - A member in good standing of a local church of Christ
  - Have excellent integrity and demonstrate good moral character
  - Be completely honest, trustworthy and dependable
  - Possess cultural awareness and sensitivity
  - Be flexible
  - Demonstrate a sound work ethic

## **WORKING CONDITIONS**

The Upper School Administrative Assistant may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering student information, which requires attention to detail and high levels of accuracy. The Upper School Administrative Assistant must also deal with a wide variety of people on various issues.