

OFFICE ASSISTANT

As the first face many of our students, staff, parents and visitors encounter, the ideal candidate must be approachable and have an inviting and friendly personality. The position will perform clerical, secretarial and administrative support duties for the school office and School Registrar/Administrative Assistant.

The position is part-time at 20 hours per week Monday – Friday at the rate of \$10 per hour during the school year.

The Office Assistant will be responsible for the duties and responsibilities listed below along with providing support and coordination to the full-time School Registrar/Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

- Welcoming, acknowledging, and attending to students, parents, visitors and staff as they enter and exit the school campus
- Answering telephone calls, taking concise messages, and screening calls in a confidential and professional manner
- Creating and distributing school newsletter
- Coordinates the transfer of information between schools and districts
- Administering basic minor first aid
- Ensuring appropriate security and safety methods are employed within the office and school grounds
- Typing routine correspondence and other materials
- Processing mail by opening and distributing
- Document imaging
- Assist with ordering supplies
- Assist Christian Parent Teacher League (CPTL) when needed
- File maintenance

JOB REQUIREMENTS AND QUALIFICATIONS:

- Must demonstrate understanding, respect and support for Lutheran Church Missouri Synod teaching, mission and values
- Loyalty and cooperation in a common cause and ministry for Christ
- Maintain confidentiality and observe protocols
- Willingness to learn and be flexible with day to day activities
- Follow through on tasks with deadlines
- Discretion when dealing with highly sensitive information
- Experience with Microsoft Office (willingness to learn Publisher if no prior knowledge)
- Capable to be trained on specialized software
- General record keeping knowledge
- Ability to work both independently and as a team member
- Customer service experience preferred

- Office environment experience preferred

