



Position Title: Student Services Assistant

Reports To: Secondary Administration Office Manager

FLSA Status: Non-Exempt

Schedule: Full-time/ 10-months

The Student Services Assistant greets visitors courteously, determines their needs, and directs them to the proper person or office. The assistant provides information attendance and clerical support services. This individual maintains security by following procedures, monitors the visitors' logs, and distributing badges. This person shall reflect the purpose of the school, which is to honor Christ at all times.

Essential Job Duties and Responsibilities for this position, but are not limited, to:

Academic and Cultural Support

- Attend staff meetings and training programs as deemed necessary by the school administration.
- Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
- Represent the school and its philosophy in a favorable and professional manner to the school family and the general public.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Supervise extracurricular activities, organizations, and outings as assigned.

Attendance Duties

- Record and issue pass to students who are tardy.
- Record attendance daily.
- Assist students signing in and out of the building during school hours and record the sign-in/sign-out times.
- Run attendance reports.
- Notify administration of attendance discrepancies.
- Perform other tasks and assumes such other responsibilities as the Office Manager may assign.

Administrative Support

- Sell and distribute authorized items from the office.
- Help maintain proper filling and collection of forms and paperwork.
- Responsible for items received by parents to be distributed to staff and/or students.
- Receive and sign for deliveries. Open and distribute mail in a timely manner. Assist with mailings, or projects.
- Work effectively with a team and independently as needed to support the group effort.
- Follow oral and written instructions. Prioritize multiple tasks.

Office Environment

- Treat each person with respect and courtesy. Greet everyone with a friendly, helpful attitude when they enter the office.
- Keep the receptionist desk and adjoining areas neat and clean, including the front entry.

Safety

- Do not allow unauthorized people in the buildings after hours. Be vigilant for strangers entering the school, and politely offer assistance.
- Ensure that volunteers, parents and visitors sign in and receive a badge.
- Ensure those entering the school state their business and notify an administrator if someone seems suspicious.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Refuse admittance to non-school students who do not have permission from an administrator to visit the school.
- Know and follow the procedures for issues of an emergency nature. Assist with required emergency safety drills in coordination with school leadership.

Telephone and E-mail Etiquette

- Receive incoming calls and distribute caller to appropriate extensions. Use established procedure to transfer calls staff extensions or voice mail. Notify administrative staff regarding phone calls or appointments.
- Make phone calls on behalf of the administration as directed. Check and respond to voice mail and school e-mail regularly.
- Respond to parental communication in a timely and professional manner.

Qualifications

- High school diploma or GED equivalent.
- PC proficient with knowledge of standard software, including Word, Excel, PowerPoint, and Outlook. General working knowledge of spreadsheet software and database entry, e-mail, and working knowledge of the Internet.
- Be willing to participate in continuing education opportunities that will increase proficiency and job skills.
- Have reliable transportation to and from work.
- Be at least 18 years of age and pass a criminal background check.

Spiritual and Professional Qualities

- Demonstrate a desire for spiritual growth as evidenced by prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Maintain high standards of ethics, honesty, judgement, and integrity in all personal and professional matters.
- Respectfully submit and be loyal to constituted authority.
- Listen and respond to counsel.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Meet everyday stress with emotional stability, objectivity, flexibility, and optimism.
- Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- A sincere appreciation for the diversity within conservative, orthodox Christianity.
- Well Organized
- Be willing to participate in continuing education opportunities that will increase proficiency and job skills.
- Demonstrates a commitment to and support of diversity by complying with SACS' EEO policies, regulations, and procedures.
- Complies with SACS' policies, operating procedures, and requirements.
- Model good attendance and punctuality.
- Collaborate effectively with colleagues on a wide range of tasks. Contribute to team projects.

Minimum Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For this position an employee must be able to:

- Remain in a stationary position for extended periods of time.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 30 lbs.
- Be outdoors for extended periods of time year-round.
- Travel locally, as well as nationally as needed.

Application Process

- Download the Application from our [Employment](#) page at www.sachristian.org.
- Use the fillable PDF to digitally complete your application.
- Attach a resume and any other requested documents.
- Submit all application materials to cmitchell@sachristian.org.