



JOB DESCRIPTION FOR ADVANCEMENT ADMINISTRATIVE ASSISTANT 2021-2022

CLASSIFICATION: Non-exempt
REPORTS TO: Admissions Director
DATE: January 13, 2022

Purpose

The purpose of this position is to support the Admissions Director by performing a variety of administrative functions.

Summary

The Advancement Administrative Assistant provides support for the administrative aspects of the Admissions area within Advancement. This includes communicating proactively to apprise families of student application status; coordinating campus tours; co-hosting Open House events; maintaining current and accurate records of applicant submissions; updating admissions-related material; preparing and using notification templates; and performing other duties as assigned.

Supervision Received and Exercised

Employee receives direction from the Admissions Director and, occasionally, from the Advancement Director. Methods of performing tasks are left to the judgment of the employee with input, advice, and direction as requested by the employee. The work will be reviewed upon completion.

Work Schedule

This is a non-exempt, part-time, temporary position of 10 hours per week. This position is paid hourly at \$20.00 per hour. Work hours will be determined with the approval of the Admissions Director. This position is not eligible for benefits or tuition remission.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Task	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God's only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God's revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School's Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the office • Be a positive role model for students by supporting the School's Statement of Faith • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>Admissions Office Support</p> <ul style="list-style-type: none"> • Communicate proactively to apprise families of student application status • Coordinate campus tours • Co-host Open House events • Maintain current and accurate records of application submissions • Update admissions related material • Prepare and use notification templates 	<p>90%</p>
<p>Perform General Office Administrative Tasks</p> <ul style="list-style-type: none"> • Provide assistance to Advancement Team • Prepare materials and/or welcome gifts for new families 	<p>10%</p>
<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties • Present a consistent and reliable demeanor to students, parents and colleagues • Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations • Attend and participate in staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above.</p>

Essential Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview
- A full and unreserved supporter of the School's Statement of Faith
- Ability to maintain highest level of confidentiality in all matters relating to Admissions, students, families and fellow employees
- A person who has strong interpersonal skills, with a genuine interest in working with people
- Typing and data entry skills
- Demonstrate commitment and loyalty to the School through speech, punctuality, dress, attitude and attention to duties

Required Abilities

- Exhibit consistent Christian maturity
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Exercise diplomacy and tact and maintain a high level of professionalism
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course
- Multi-task with the ability to adapt quickly to changing situations
- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs
- Make decisions in emergency situations with or without the input of the Head of School
- Know and understand safety procedures including training in first aid and CPR

Required Technical Abilities

- Type at a speed necessary for successful job performance
- Knowledge of and experience with the philosophy of classical Christian education

Preferred Experience and Abilities

- Two years of experience working in an office setting
- Proficient in Office 365
- Experience with RenWeb (used for Admissions record tracking, communications, etc.) and ParentSquare (used for general communications with students and families)

Work Environment

- Office on open school campus

Physical and Mental Requirements

- Work at a desk for extended periods of time
- Use a desktop computer for extended periods of time
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Talking: expressing ideas by means of the spoken word to convey instructions and/or respond to verbal inquiries
- Occasional lifting of 5 to 30 pounds
- Ability to access other school classrooms and offices on campus
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.