



## POSITION DESCRIPTION SCHOOL SERVICES – ADMINISTRATIVE ASSISTANT

**HOURS:** Full Time (40 Hours, Monday-Friday) Non-Exempt  
**SALARY:** Based on experience  
**REPORTS TO:** School Administrator

**JOB OVERVIEW:** The Administrative Assistant is responsible for assisting the School Ministry Administrator in the day-to-day operation of the elementary school. This responsibility includes various functions and work with necessary individuals within the church as well as students and their parents.

**QUALIFICATIONS:** The Administrative Assistant is a church professional, forgiving, and willing to grow as a disciple, must be spiritually natured, and love the Lord. This person must function as a team member, have good written and verbal skills, basic office equipment skills, and the ability to meet deadlines, handle multiple tasks and generate accurate and quality work.

### **RESPONSIBILITIES INCLUDE:**

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1. Devote his or her time and energies during normal business hours to the business and affairs of the School Ministry Team, using his or her best efforts, skill and abilities to promote its interest.
2. Perform routine duties and special projects assigned by the School Ministry Administrator, as well as, assistance as needed to the elementary teaching staff.
3. This position requires confidentiality and sensitivity of the needs and concerns of those who seek the ministry of the Church.
4. Perform receptionist duties of receiving and directing visitors.
5. Perform inventory control of receiving new items and overseeing teachers' inventories at school year-end.
6. Perform enrollment recordkeeping which includes enrolling students by accepting applications from their parents, interviewing parents, putting together classes at the start of the school year, updating records as new students enroll or students drop from the program, and filling openings from a waiting list. Also includes maintaining records required by the Missouri Synod and the State of Missouri.
7. Perform tuition recordkeeping/bookkeeping which includes posting payments as they are received, collecting late tuition, and turning all monies over to the church bookkeeper on a timely basis.
8. Coordinate and oversee volunteers who assist the program on a regular or as needed basis.
9. Perform secretarial duties of correspondence in and out, phone calls, sorting mail, making copies, etc.
10. Assist School Ministry Administrator with correspondence, phone calls, mailings, etc., on an as needed basis.