



POSITION TITLE: Administrative Assistant
REPORTS TO: Head of School | Dean of Faculty
START DATE: TBD
STATUS: Full-Time; Exempt
CONTACT: Please send resume and cover letter to Mankatoca@gmail.com

POSITION SUMMARY

The Administrative Assistant will help to manage the daily business operations of Mankato Christian Academy. Working as part of a team with MCA administrators, teachers, and staff, the administrative assistant will support execution of the vision and mission of MCA.

Areas of impact will include helping in the planning, organization, coordination, administration and management of school activities, as well as assistance in program, project, facility, financial and human resources management. The Administrative Assistant is expected to serve as a professional contact for MCA's relationships with various outside business suppliers and vendors. The position also serves as a reference and support resource for other MCA employees.

JOB RESPONSIBILITIES

Required:

Spiritual Qualities: Staff at Mankato Christian Academy will be asked to affirm the following:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Demonstrate a desire for spiritual growth as evidenced by his/her active involvement in a home church, prayer life, Bible study, and spiritual outreach to others.
- Commit to uphold the core beliefs and philosophies defined in the *MCA Statement of Faith and Social Position Statement*.
- Maintain a commitment to the school's vision of helping students develop as mature disciples of Jesus Christ who lives out their faith as future servant leaders in their home, career, community and world.
- Display application of biblical truth, providing a spiritual example for students.

Professional Duties:

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Head of School; coordinates and organizes office activities and coordinates flow of communications and information for the Head of School.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Updates absence and timesheet information for assigned personnel.
- Assists the Head of School and Dean of Faculty with securing substitute teachers in the event of teacher absence.
- Receives and greets visitors and provides information to parents and the public, screens correspondence and telephone calls for administrator and staff.
- Prepares and submits purchase orders and work orders as assigned; prepares reimbursement requests and deposits according to established procedures.
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school; types and composes a variety of materials from verbal or written instruction.
- Recognize the value of positive public relations and represent the school in a favorable and professional manner to our constituency.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and makes arrangements for school visits and facility use.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer and assigned software.
- Learns and manages Blackbaud for the purpose of admissions tracking and tuition management.

Personal Qualities

- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and students.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Ability to solve practical problems of varying complexity. Ability to successfully manage situations with a variety of variables.
- Ability to work independently and self-motivate.
- Ability to successfully manage multiple concurrent projects – demonstrate good organization skills.
- Recognize his or her own mistakes and take measures to correct them.
- Make an effort to appreciate and understand the uniqueness of the community.

Supplemental Functions

- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Perform other tasks or assignments that may be periodically requested by the School Administration.

Educational Experience

- Bachelor's degree from an accredited postsecondary institution.

Technical

- Proficient in required technology including but not limited to classroom management software (Google Suite, PowerPoint, Word, Excel, and internet)
- Willingness to learn Blackbaud system for admissions tracking and tuition management.

Required Accountabilities

- Sign, and uphold in practice, Mankato Christian Academy's [Statement of Faith](#), Vision, and Social Position Statement, as a condition for employment.
- Willingness to adhere to all provisions of MCA's Employee Handbook.
- Willingness to agree to a background check and drug screening prior to employment.

Physical Requirements

- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate computer and other equipment.
- Hearing and speaking to exchange information.
- Lifting up to 20 pounds