

Job Title: Administrative Assistant
Classification: Group I, 200-day contract year
FSLA: Exempt (not eligible for overtime pay)

About Us:

Central Arkansas Christian Schools Inc. is a private Christian school dedicated to spiritually, academically, and socially nurturing students. Our mission is to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Job Summary:

The Administrative Assistant will provide essential administrative support to the Secondary school's leadership and staff, ensuring the efficient functioning of daily office activities. This role requires strong organizational skills, a positive attitude, and the ability to interact with staff, students, and parents with kindness and professionalism. The Administrative Assistant will also foster a welcoming environment that aligns with the organization's mission and Christian values.

Key Responsibilities:

- Support the school's Statement of Faith, Community Covenant, Mission, Philosophy, goals and deliberately and consistently align decisions and actions with the school's mission.
- Demonstrate spiritual leadership and maturity.
- Show evidence of professional standards of presentation, punctuality, professional courtesy, and discretion.
- Serve as the first point of contact for visitors, parents, and students, providing excellent customer service and a welcoming atmosphere.
- Assist with general office tasks including answering phones, answering emails, and managing inquiries.
- Maintain and organize school records, both physical and electronic, ensuring accuracy and confidentiality.
- Support the administrative team with scheduling meetings, preparing correspondence, and coordinating events.
- Assist with the preparation and distribution of school communications, newsletters, and announcements.
- Handle student attendance records and report discrepancies to the appropriate staff members.
- Provide general clerical support, such as filing, photocopying, and faxing.
- Assist with the coordination of school activities, programs, and events.
- Support faculty and staff with materials preparation and other tasks as needed.
- Uphold a strong commitment to confidentiality and professionalism in all interactions.

Qualifications:

- High school diploma required; Associate's or Bachelor's degree in business administration, education, or a related field preferred.
- Previous experience in an administrative role is preferred, especially in an educational or nonprofit environment.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to multitask, prioritize, and manage time effectively.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other office-related software.
- A strong commitment to Christian values and the mission of the school.
- Ability to handle sensitive and confidential information with discretion.
- Strong interpersonal skills and a positive attitude.

Preferred Qualifications:

- Familiarity with school management software or student information systems.
- Experience working in a Christian school or faith-based organization.

Benefits

- Salary: Competitive
- Comprehensive Benefits including health, life, and LT disability insurance and retirement plan
- Dependent tuition assistance

Physical Conditions

Work Environment: Office, Classroom, Some Outdoors

Application Process

Please apply at cacmustangs.org/about/employment. For additional information, contact Julie Parker at jparker@cacmustangs.org