

## **School Secretary**

Tri-State Christian School is seeking a part-time secretary to work from 8:00 to 12:00. This position would begin in May of 2019 with part-time responsibilities continuing through the summer and into the 2019/2020 school year. The position could become full-time in the fall if desirable for both parties. This position will pay \$11.00 an hour and includes a tuition discount for children who attend TSCS. Interested applicants should email their resumes and testimonies to Dr. Tad Nuce (tnuce@tscs.org).

### **Qualifications:**

The ideal candidate will have at a minimum a high school diploma and a definite call to serve in a Christian School. In addition, the candidate must be a mature, born-again Christian believer who is capable of modeling exemplary Christian character befitting an employee of a Christian school.

1. Exemplary people skills including a welcoming and helpful demeanor.
2. Administrative and organizational abilities.
3. Computer proficiency in office and communication software.
4. Communication skills.
5. The ability to work effectively as a part of an administrative team.
6. The ability to lift at least 25 pounds.
7. The ability to sign the TSCS Statement of Faith and Professional Code of Conduct.
8. The ability to provide a written testimony of faith in Jesus Christ as Savior.
9. The ability to pass a mandatory background check.

### **Essential Functions:**

1. To act as the front office receptionist and welcoming agent.
2. To assist the school principal in coordinating school functions and publishing school communications.
3. To perform clerical duties.
4. To perform tasks in RenWeb and other essential school software.

### **Responsibilities:**

1. Coordinate all school communications including weekly newsletters, emails, publications.
2. Answer phones, take and direct messages.
3. Welcome visitors, parents and other persons.
4. Work with RenWeb to take attendance and reporting.
5. Administering medications to students in absence of school nurse.
6. Create and maintain official school records and student files.