



ADMINISTRATIVE ASSISTANT TO ACADEMY, NORTH CRESTVIEW CAMPUS

Position Title: Administrative Assistant to Crosspoint Academy
(Part-Time; Exempt)

Date: October 2020

Supervisor: Crosspoint Academy Director

Purpose: To serve as an ambassador of our church to Academy Parents. To actively support the Crosspoint Academy Director in the administration of all business functions of the academy in order to impact our community for God's Kingdom.

PRIMARY DUTIES:

1. Welcome visitors to Crosspoint Academy
2. Answer Phones, direct visitors, disseminate church information
3. Process registration forms
4. Create and submit publications for advertising and communicative purposes
5. Purchase supplies for the Academy
6. Manage Event U calendar for Academy
7. Manage records in Arena
8. Perform any other duties are needed by the Academy Director
9. Assist in classrooms as needed
10. Uphold the Staff Covenant

SKILLS DESIRED:

1. Dedicated Follower of Jesus
2. Comfortable in Word, Publisher, Excel and Adobe
3. A self-starter, who can multi-task and prioritize workload
4. Friendly and outgoing
5. Excellent Communication skills
6. Compassionate human relational skills
7. Ability to work well with team members
8. Strong organizational skills
9. Strong computer skills

KEY PERFORMANCE MEASUREMENTS:

1. Communication
2. Improvement and simplified administrative processes
3. Coach-ability
4. Overall satisfaction of Academy parents

CONTINUING EDUCATION DESIRED: (LIST EXPECTATIONS FOR CONTINUING EDUCATION)

As needed