

## Pantego Christian Academy

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Job Title: College and Academic Advising Assistant  
Date Created: July 2022  
FLSA Classification: Non-exempt, Full-time  
Duty Schedule: 12 month  
Department: Secondary  
Reports To: Director of College and Academic Advising  
Position Purpose: Provides clerical and administrative support to the Director of College and Academic Advising

### Essential Functions

#### Administrative

- Coordinate and schedule meetings, meeting rooms and required equipment for meetings.
- Create and maintain filing systems.
- Answer incoming telephone calls as needed: answer questions, resolve issues, take messages.
- Assist in maintaining communication with and knowledge of appropriate colleges.
- Assist with updating student acceptances and scholarships for college pennant display on campus.
- Maintain and update College & Academic Advising webpage.
- Help with annual standardized testing, including communicating with teachers, creating a schedule and assisting on test days.
- Coordinate the dual credit program: tracking registrations and payments, communicating with parents, and dual credit program representatives.
- Coordinate and assist in planning ACT District in-school testing and SAT in-school testing, including assisting in proctoring exams and any other practice tests as needed.
- Coordinate and order AP exams annually.
- Assist in proctoring AP exams as needed.
- Help maintain permanent records, including purging outdated documents throughout the year.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Satisfactory attendance and punctuality are conditions of employment.

#### Online documentation and record-keeping

- Input ACT and SAT test scores into the database. Provide reports biannually for administration.
- Assist department director in
- Assist the department director in managing Scoir (college planning software). Keep data updated, upload letters of recommendation and supporting documents, maintain accurate and updated transcripts and resumes for seniors, and manage the scholarship database.
- Assist in sending transcripts/test scores to college coaches and the NCAA upon request.
- Support the department director by maintaining and verifying all student GPA's, class ranks, report cards, and transcripts.
- Oversee and manage all aspects of High School Course Requests, including the online Course Request module, editing and maintaining the Academic Planning Guide, paper forms, and other supporting materials, plus communication regarding Course Requests. Works closely with Middle School to coordinate similar format and communication.
- Check status of online FERPA waivers.

#### Event oversight

- Assist in arranging and implementation of student and parent workshops and meetings.

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- Serve as College Fair Event Coordinator; oversee and manage all aspects, including online invitations, registration, set-up, communication, organization, and details that affect the entire school.
- Communicate with college representatives and organize visits on campus.
- Assist in the planning of the annual Freshman College Tour.
- Submit department calendar requests – communicating with departments and employees involved as needed.
- Other duties as assigned.

### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

### **Education and Experience**

- High School diploma. Bachelor's degree preferred.
- Minimum of 3 years of experience in a similar position.

### **Skills and Qualifications**

- Ability to apply common sense understanding and carry out instructions.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Must demonstrate competency with Microsoft Office, RenWeb, and Google applications.
- High level of organizational skills.
- Ability to use basic office equipment.
- Ability to establish and maintain cooperative and effective relationships and effective communication with all constituents.
- Must have a high level of discernment and wisdom, and the ability to manage confidential information.
- Ability to carry out oral and written directions, speak, read and write at a level sufficient to fulfill duties to be performed.
- Ability to work independently and make decisions in accordance with the Director's expectations and established school policies and procedures.
- Ability to operate standard office equipment.
- Knowledge of office methods and practices including filing, receptionist and telephone techniques, letter and report writing.

### **Physical Requirements and Work Environment**

- Regularly sit, talk, hear and visually intercept visitors.
- Be able to occasionally lift up to 30 lbs.

- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Work in a deadline-driven environment.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate controlled office environment.
- Maintain professional appearance (as outlined in the Employee Handbook).