



PROVIDENCE ACADEMY

LEADERS FOR CHRIST

Job Title: Front Desk Assistant

Reports to: Director of Enrollment

Status: Part Time; During School Year: M, T, TH 8-4:30, W, F 8-12, Summer: 10 hours a week to be determined by the Director of Enrollment & Engagement

Evaluation: The Front Desk Assistant will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

POSITION SUMMARY

The Front Desk Associate position is responsible for the representation of the Patriot Collegiate Center. He/She will work with the Collegiate Team to ensure organization and safety of our students. He/She will also collaborate with the Director of Enrollment to provide support for the Admissions Department.

DUTIES & RESPONSIBILITIES

1. Manage entrance of the Collegiate Center.
2. Work with the security team to ensure all safety drills are conducted in a timely, efficient manner.
3. Manage Printer and contacts associated with maintaining it.
4. Oversee Collegiate Center's day to day operations and communicate any needs that may arise.
5. Work with Upper campus to ensure communication between buildings
6. Assist the Admissions department with processes set in place to bring in prospective families.

LEADERSHIP

1. Provide Christ-centered, Biblically-directed, spiritual leadership to school faculty and staff as well as to other stakeholders as the opportunity arises.
2. Provide visionary leadership and to motivate others to unite in pursuit of the school's mission and highly successful outcomes in keeping with the *Providence Portrait of a Faculty Member*.
3. Contribute toward an atmosphere of joyful service to Christ and others.
4. Ensure all resources (human, time, physical) are used effectively, and identify any additional resources needed.
5. Once trained, be willing to lead and make decisions with sound judgment and little guidance.

QUALIFICATIONS

Preferred Knowledge, Skills, and Abilities:

1. Proven ability to create and maintain effective relationships with others.
2. Possess sensitivity to confidential information and hold a high standard of integrity.
3. Excellent written and verbal communication skills.
4. Proficiency in the use of Microsoft Office and/or Google platforms.
5. Ability to remain organized, prioritize and manage time while working on several tasks simultaneously.

Preferred Education and Experience:

1. 1+ year of front desk or similar experience, preferably in a school setting.

REQUIRED PERSONAL QUALITIES

1. Faith in Jesus Christ as his/her personal Savior.
2. Agrees whole-heartedly with Providence Academy's Statement of Faith.
3. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
4. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the

- importance of a personal relationship with Jesus Christ and growth of their faith.
5. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
 6. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 7. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
 8. Uses acceptable English in written and oral communication.
 9. Speaks with clear articulation.
 10. Respectfully submits and is loyal to constituted authority.
 11. Willingness to notify the Principal of any policy he/she is unable to support.
 12. Has the ability to delegate and follow-up.
 13. Possesses good people skills.
 14. Has a servant's heart.
 15. Respects confidentiality.
 16. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
 17. Submits to the Head of School's and Board's authority.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.