



Admissions Assistant (Part-time)

Description

Calvary Christian School is looking to add an Assistant in the Admissions Department to our staff who is detail-oriented with exceptional organizational skills and great customer service skills. Ideally, someone who possesses a strong knowledge of Calvary Christian School and our community and works well under pressure. This ideal candidate will:

- Have a personal relationship with Jesus, and exemplify that in their lifestyle.
- Follow written and verbal instructions well.
- Possess good phone and email etiquette and customer service skills.
- Be able to pivot between several different tasks throughout the day.
- Work 12-16 hours per week.
- Be able to work some nighttime events.
- Be able to use multiple computer platforms such as Google Suite, FACTS management, and Microsoft Office Suite.
- Be trustworthy in handling confidential information.
- Other duties may be assigned during the year as needed.

Qualifications

- Some experience in the areas of business, marketing, customer service, and/or public relations.
- Be willing to learn new skills on the job.
- Possess excellent people skills as they will not only be interacting with the community but with students and parents as well.

To apply:

<https://calvaryknights.com/> and scroll to the bottom of the page to *Employment Opportunities*.