

Job Title: Administrative Assistant
Reports to: Director of Admissions
Department: Administration
Full/Part Time: **Part-Time**



The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. CCS Administrative Assistants support and pursues that calling by providing support to their assigned manager in the execution of their responsibilities and ensuring a smooth and efficient run school office.

Job Role: Provide high-level administrative support by handling information requests and performing administrative functions for the Admissions Office.

Position Requirements:

- Minimum education: Bachelor's degree with previous experience working in a school environment a plus
- Strong planning, organizational and communication skills
- MS Office proficiency (Word, Excel, PowerPoint)
- Social media acumen and promotional skills
- Knowledge of school internet-based systems and databases preferred

Please send resume and cover letter to: humanresources@carychristianschool.org. Cover letters should include what draws you to apply at Cary Christian School, how your faith impacts your daily life, and how your education and past experience could be utilized at our school.