



Cary Christian School Position Description

Job Title: Headmaster Administrative Assistant
Reports to: CCS Headmaster
Department: Administration
Full/Part Time: Full-Time (40 hours per Week)

Job Summary: This position will provide administrative support to the CCS Headmaster, Marketing and Communications Director, Event Team, and Admissions Director. Also, this position will lead the Calendar Team.

Specific Responsibilities:

Calendar Team

- Provide the following leadership and assistance to the Calendar Team:
 - Add dates from yearly calendar to master calendar in Veracross, review new dates for conflicts and add to the master calendar; communicate event changes to affected staff
 - Assist with room reservations that connect to calendar events
 - Assist with reviewing/updating content of portals, if needed

Project Team Support

- Provide administrative support for projects defined and executed by the:
 - Event Team
 - Marketing & Communications Director
 - Admissions Director

This support includes contacting/scheduling vendors and setting up meetings on calendars for Project teams.

- Provide front door morning coverage to greet students 1-2 days per week. Fill in for others when needed.

Headmaster Administrative Assistant

- Provide administrative support for the CCS Headmaster. Support includes:
 - Headmaster calendar management
 - Define Communications for the Headmaster
 - Headmaster VISA credit card expense management
 - Assist Headmaster with projects, as directed
 - Phone and email support, as directed
- Be available to work time-sensitive work items during school break periods.

Job Requirements:

1. Willingness and ability to learn the operational tasks and details of the CCS student/parent database system (Veracross) required for the job.
2. Proven ability to perform tasks and projects with a high degree of accuracy and confidentiality per assigned schedules.
3. Proven ability to work well with others and as part of a project team.
4. Strong organizational and communication skills.
5. Proven expertise in Microsoft Outlook, Word, PowerPoint, and Excel.