



TITLE: College Advising Coordinator

SUPERVISOR: Director of College Advising

DESCRIPTION: Operating under the guidance of the Director of College Advising, the College Advising Coordinator is a part-time position responsible for the

- planning and administration of on-site standardized testing, college field trips, the college fair, career exploration programs, and college-related events.
- scheduling visits by college admissions representatives and scheduling individual student advising sessions with the Director.
- assisting the Director in tracking data and generating analytical reports on college matriculations and standardized test score results as well as managing student records.
- using organizational, clerical and administrative abilities as well as interpersonal communications skills and standard business technology daily.

QUALIFICATIONS: An applicant for this position must be a team player who maintains a positive attitude, enjoys working with teenagers, and is willing to support the Office of College Advising and the Academy as needed. In addition, an applicant for this position must be well-organized, detail-oriented, a good communicator, and a self-starter with the ability to simultaneously manage multiple responsibilities. Computer skills and a Bachelor's degree or equivalent are required.

Recognizing that LCA is strongly committed to historic Christianity, the College Advising Coordinator that we seek must be committed to the Academy's Statement of Faith, Standards for Christian Living, building up the body of Christ, and helping to accomplish the Academy's mission.

ENVIRONMENT: Lexington Christian Academy is an independent college preparatory school (grades 6-12) that exists to educate young men and women in the arts and sciences in the context of the gospel of Jesus Christ by developing intellectual ability, nurturing spiritual and moral growth, encouraging creativity, and instilling a desire to serve God and others.

TARGET HIRE DATE: November 1, 2018

SALARY & BENEFITS: This is a part-time, 10-month position. Salary is negotiable, commensurate with experience and/or qualifications.

APPLICATION PROCEDURE: Mail or electronically submit a resume, cover letter, two (2) professional references and brief answers to the following questions:

- Describe your view of Christian education and your commitment to it.
- What motivates you to work in a Christian school?

CONTACT: Human Resources
Re: College Advising Coordinator Position (part-time)
Lexington Christian Academy
email: employment@lca.edu