



POSITION: Secretary
CAMPUS/DIVISION: High School/Counseling Office
REPORTS TO: High School Counselors
JOB OPENING: 12 - 30 April 2020

PURPOSE

The Secretary is responsible to the High School (HS) Counselors in providing secretarial/administrative support and duties to the HS Counselors to assure the smooth and efficient operation of the Counseling office.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Diploma or Bachelor Degree holder preferably in Administration or Secretarial
2. Demonstrated fluency in written and spoken English
3. Demonstrated experience using Microsoft Office (Word, Excel and Power Point), Power school and Macintosh Computer.
4. Knowledge of Database Management Systems (SIS)
5. Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing and office machines
6. Outstanding personal communication skills, meets the parents, students and staff, tactfully and courteously (Very Important)
7. Helpful, cooperative, eager to communicate and problem-solve
8. Demonstrated ability to work collaboratively with others of various cultural backgrounds
9. Demonstrated experience and comfort level with adolescents especially in instructional settings
10. Helps maintain a positive and friendly working atmosphere with others
11. Demonstrated ability to identify, manage and initiative projects without direct supervision
12. Clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES and RESPONSIBILITIES

1. Assists Counseling office personnel as may be required (e.g. answering phones, scheduling parents & students, etc.) for the purpose of supporting them in the completion of their work
2. Handles all needed documents for university application, including applications for students, contacts with parents and teachers
3. Maintains confidential record of students, including ensuring the security of the filing room, filing student files, removing alumni files every year
4. Coordinates individual meeting between counselors, each students and their parents at specific time throughout the year
5. Knowledge of school resources such as facilities booking and work orders via CAFM and food orders via Sodexo
6. Handles first response in urgent situation
7. Works independently with higher responsibility during summer



8. Operates all student database daily, includes upload and export essential documents
9. Performs other secretarial duties, such as:
 - a. Handles telephone and fax messages
 - b. Screens telephone calls and visitor to Counselors
 - c. Maintains the calendars of the Counselors
10. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
11. Performs other related duties and assuming other responsibilities as assigned by the HS Counselors, including and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3 to 5 list of professional references to recruitment@jisedu.or.id