

POSITION TITLE: Administrative Assistant/Receptionist
REPORTS TO: Director of Operations
START DATE: August 2026 (Training days in April/May, as available)
STATUS: Part-Time (18-29 hours/week during school year, with reduced hours in summer)
TO APPLY: Please [apply here](#)

POSITION SUMMARY

The Administrative Assistant/Receptionist regularly greets students, families, vendors, and guests; answers questions; refers individuals to the appropriate resource; communicates information via phone, Google Chat, email, and in-person; tracks attendance and provides administrative support services across faculty, deans, nurses, and administration as needed. These tasks require constant multitasking and prioritization. The Receptionist honors Christ at all times in their interactions.

JOB RESPONSIBILITIES

Reception Desk

- Oversee the morning setup, maintenance, and first impressions for the reception desk and seating area along with a final wrap up at the end of the shift.
- Serve visitors by professionally greeting, welcoming, directing, and announcing them appropriately through phone, 2-way radio, or in-person.
- Answer, screen and forward incoming phone calls while working to provide a solution or response and pointing callers to the necessary resources when needed.
- Support both staff and students with general questions and information.

General Administrative Support

- Receive, distribute, and delegate mail or package deliveries when received. This includes parent drop offs (e.g., clothes, lunch, bags).
- Occasionally assist with setup and execution of onsite events (e.g., Back to School/Orientation events, conferences, etc.).
- Identify opportunities to streamline or automate processes and tools for efficiencies.
- Assist faculty and staff with copying, proof-reading, and mailings as requested.
- Assist Administration with reception of guests and distribution of paperwork received.
- Assist in managing reservations on campus calendar and communicating conflicts.
- Keep organized records of required student permission and application forms and documents.
- Assist in drill procedures when applicable.
- Regularly create and maintain various files and reports.
- Develop and regularly update department procedures.

Attendance

- Monitor attendance around student arrival and departure times when applicable.
- Track and communicate daily attendance and absence reporting for staff and families.
- Input student absences, received from parent communication, into the school database.
- Help students with general accountability related to tardiness and check-ins.

Safety & Security

- Collaborate with the Security Team to maintain a safe and secure campus.
- Monitor front doors and locking systems for initial safety and security purposes.
- Manage all student and visitor check-in procedures, including entry/exit timing, passes, and logs.
- Observe security footage throughout the school day and communicate urgent concerns to the Security Team.
- Report critical student issues or needs to Deans, Nurses, or Counselors while maintaining confidentiality.
- Actively participate on the Safety & Security Committee.

Equipment & Product Management

- Provide backup support for work room equipment needs if primary Administrative Support staff is not available. This includes any needs and communication pertaining to multi-functional printers, phone systems, technical ticketing, or urgent staff lounge orders or needs.

JOB REQUIREMENTS

Spiritual Qualities

- **Vibrant Christian Faith:** Candidates must possess a genuine, growing relationship with Jesus Christ as Savior and Lord, demonstrated through a solid understanding of God's Word and active involvement in a local Bible-believing church.
- **Biblical Authority:** Actively support the school's Statement of Faith, believing the Bible to be the inspired, infallible, authoritative, and inerrant Word of God—the ultimate standard for faith and practice.
- **Spiritual Maturity:** Exhibit a consistent desire for spiritual growth, evidenced by prayer, Bible study, integrity of character, and bearing the fruit of the Spirit in all interactions.
- **Christian Role Model:** Serve as a positive Christian role model in attitude, speech, and actions toward others, including adherence to God's biblical standards for sexual conduct (Luke 6:40).
- **Required Commitment:** Must commit to, sign, and uphold SWCHS's Pledge of Integrity & Biblical Morality, Statement of Faith, Vision & Values, and Social Position Statement as a condition for employment.

Education & Experience

- Associate degree or equivalent related experience.
- Minimum of four years work experience in an administrative support or similar role

Professional Qualities

- Demonstrated ability to interact and connect with students, families, and visitors in a way that exemplifies biblical character and values of SWCHS and maintains a professional and gentle demeanor.
- Strong skills in writing, communication, customer service, multi-tasking and interpersonal relationships.
- Demonstrated ability to maintain organization and priorities in a fast-paced environment.
- Solutions-oriented, proactive supporter of the school and its workflow.
- Motivated self-starter who has the ability to prioritize during constant interruptions.
- Ability to appropriately handle confidential and sensitive information pertaining to students, families, and staff.
- Previous work experience in an academic setting (preferred)

Technical Skills

- Proficiency in Google Workspace.
- Ability to perform essential computer functions including typing/email, file management, internet navigation and calendar scheduling.
- Experience with Blackbaud or other school-related database products (preferred).
- Experience with multi-line phone systems (preferred).

Pay & Benefits

- \$20.00-\$23.00 per hour average range; actual pay based on candidate's education & experience.
- Benefits package includes: 401K plan, with company match (eligibility dependent on hours worked). This position is not eligible for healthcare benefits or tuition discount.