HAWAII BAPTIST ACADEMY
JOB DESCRIPTION

JOB/POSITION TITLE: Admissions Assistant **OFFICE/CAMPUS:** Admissions/Bento Elementary

REPORTS TO: Director of Enrollment Management and Admissions **STATUS:** 12 Months, Full-time, Non-Exempt

Salary Range: $22.50-$25.00

PRIMARY PURPOSE:
To provide administrative and public relations support in the admissions process.

ESSENTIAL DUTIES/FUNCTIONS:
- Keeping accurate records of new student applications.
- Setting up group and individual appointments for testing and interviews.
- Schedule and conduct individual campus tours
- Assist with admission related events.
- Processing and preparing records for non-returning students.
- Setting up parent orientation meetings.
- Processing admissions letters.
- Produce Student Directory.

OTHER DUTIES/FUNCTIONS:
- Gathering information and responding to surveys.
- Receiving and making phone calls.
- Processing check requests, reimbursement, and purchase orders.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:
- Equipment Use: Computer, typewriter, telephone, calculator, gestetner, copier machine and postage machine.
- Work hours: 7:30 a.m. - 4:00 p.m. Monday - Friday (eight hours/day).
- Orientation and Testing Sessions: Saturdays 7:00 a.m. - 1:00 p.m.
- Mental Demands: High attention to detail.

- Physical Demands: Physical exertion needed in setting up and cleaning up for group activities.
- Social Demands: Have social skills in handling different types of people.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Good clerical skills, basic knowledge and use of word processing, database and spreadsheets on personal computer using Microsoft Word, Excel, Win school and FileMaker Pro; effective communication skills; good telephone customer service skills; must demonstrate professional writing and communication skills, and the ability to represent the school in a polished and professional manner, ability to work with a variety of people; knowledge of school operations.
- Education/Training: High School diploma or equivalent (Administrative assistant training helpful).
- Experience: Prior work experience in a school office is desirable.