

Position: Administrative Assistant/Registrar

Location: Las Vegas, NV: Vegas Valley Adventist Academy

Salary: \$18/hour

Vegas Valley Adventist Academy is currently hiring for an Administrative Assistant/Registrar with a can-do attitude to be a part of the school staff. The Administrative Assistant will be responsible for assisting the school office and provide an outstanding customer service to current and prospective student and parents.

The typical work schedule is 28 hours per week, working Monday through Friday from 7:40 am to 3:45 pm. Subject to change based on school needs.

Responsibilities/Duties shall include, but not limited to:

1. Greets parents, visitors and vendors, ascertains nature of business and directs them to the appropriate office or person.
2. Answers telephones and provides information to callers or routes call to appropriate officials, take messages. Updates the greeting on the phone system.
3. Maintains school calendars and posts or mails fliers as appropriate.
4. Maintains a database for faculty, staff, students, board members, parents and alumni.
5. Mails school board meeting reminders and information.
6. Maintains a list of First Aid and CPR renewal dates for the school staff.
7. Coordinates registration and student records.
8. Keeps student cumulative folders and medical folders current.
9. Collects field trip information and paperwork from teachers and maintains in the appropriate file.
10. Composes and types letters. Creates forms, as approved by Administration (i.e. Prayer calendar).
11. Prepares the weekly newsletter for parents.
12. Separates and routes FAX and mail for administration.
13. Assists with mailings.
14. Writes receipts.
15. Provides first aid to students and others who may have become injured or need assistance.
16. Administers medication to students and screens students who are sick. Assists students and parents in a variety of areas including the monitoring of students taking prescription drugs.
17. Checks students on and off campus.
18. Creates and prepares manuals for distribution.
19. Maintains presentable office and lobby area.
20. Supervises student workers in office.
21. Coordinates substitute personnel.
22. Coordinates student pictures.
23. Maintains office equipment, calling for service and ordering supplies.
24. Miscellaneous related duties as assigned by Principal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

Must be a Seventh-day Adventist member in regular standing.

Must be bilingual in Spanish and English.

Maintains a high level of confidentiality.

Education

Must hold a High School Diploma or equivalent two years of related office experience.

Working Conditions

Essential responsibilities are performed in a primarily sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort with a noise level at a moderate tone. Work area is well-lighted and ventilated. Overtime is never permitted without supervisor's prior approval.

Resume and applications can be sent to Dacyl Galicia-Silveira at dgaliciasilveira@vva4u.org.