



## Office Administrator -- Job Description

### A. Purpose

At Living Stones Academy, we are looking for someone who can provide warm hospitality to each member of this Christ-centered learning community-- helping students; welcoming volunteers and guests; communicating with prospective families; interacting with current families; and supporting teachers and staff. This person also oversees vital organizational functions related to enrollment, the student management database, and student files. Please apply if you are energized by serving others in this mission-critical position.

### B. Responsibilities

1. Warmly welcome each person who enters the building
2. Be available to assist students, staff, volunteers, and guests
3. Oversee, maintain, and update the student management database
4. Communicate regularly with parents/guardians about all of the topics that come along with having young children in school
5. Monitor and order office supplies
6. Field initial phone calls, emails, and impromptu visits from prospective families looking to learn more about Living Stones Academy, as well as collect and maintain pertinent admissions paperwork for each student file
7. Create and revise office documents/forms relevant to school function
8. Organize and maintain student files
9. Oversee the school office in coordination with and under the direction of Head of School
10. Care for students who are injured and/or sick (ex. applying bandaids, distributing ice packs, taking temperatures)
11. Be available to assist with various projects and activities as time permits

### C. Requirements

1. Demonstrate a deep love for God and others
2. Able to articulate the mission of Living Stones
3. Must have completed at least 2 years of college (four years of college preferred).
4. Must have a minimum of 2-3 years of relevant experience
5. Able to complete basic computer tasks -- and a willingness to learn new ones

### D. Skill and abilities

1. Work well with others and independently
2. Able to multi-task and remain calm in a dynamic work environment
3. Able to identify priorities, create organizational systems, and solve problems
4. Communicate effectively
5. Be respectful of confidential information and privacy of family information

### E. Job Classification and Compensation

This position is 35-40 hours/week during the school year and 5-10 hours/week during the summer. Hourly wage will be determined based on previous experience.

To learn how to apply go to [www.livingstonesgr.org/job-postings/](http://www.livingstonesgr.org/job-postings/)

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