



## **Smith Preparatory Academy is looking for a Receptionist/School Secretary!**

As the first point of contact with Smith Preparatory Academy, the Receptionist/School Secretary role is a vital one within our school. The right candidate is friendly, welcoming, and willing to help the school community of students, parents, and staff. He/she is also organized, attentive to detail, and able to follow the policies and protocols of the school. Most of all, the right candidate demonstrates a life worth emulating, a life devoted to God and pursuing His truth, goodness, and beauty.

*This position offers around 36 hours of work during the academic year; additional hours possible during reading weeks and summer break.*

Visit us at [www.smithprep.com](http://www.smithprep.com) for additional information, or email your résumé and cover letter to [employment@smithprep.com](mailto:employment@smithprep.com).

### **General Job Description**

1. Handle everyday administrative and organizational functions and tasks for Smith Prep reporting to the Provost of Smith Prep.
2. Coordinate communication between Smith Preparatory Academy and all its families, faculty, and staff. This includes management of phone calls and all correspondence (e-mail, letters, packages, etc.).
3. Coordinate with Smith Preparatory Academy faculty and staff to make sure that the entire goals and objectives of Smith Prep are met successfully.
4. Coordinate office activities and operations to ensure efficiency and compliance to Smith Preparatory Academy policies.
5. Create and update records and databases with personnel, families, inquiries, and other data.
6. Assist Guidance department in maintaining organized and up to date student files.
7. Assist the Admissions department in scheduling and managing inquiries from prospective families.
8. Assist the Campus Life Coordinator in planning and organizing school events.
9. Track stocks of office supplies and place orders when necessary.
10. To live as becomes a follower of Christ so that your life may adorn the doctrine of God our Savior in every respect.

### **Minimum Qualifications**

- An introductory understanding of the philosophy of classical education
- Mature Christian faith with active involvement in a local church