



## Office Administrative Assistant

**School Details:** Western Michigan Christian Middle and High School is located in Norton Shores, Michigan and serves 310 students in 7th through 12th grade. Our mission is to educate with excellence, integrate faith with knowledge, and equip students to work and serve Christ in their communities. WMC strives to integrate faith with knowledge by utilizing the Teaching for Transformation framework. WMC has been providing high-quality Christian education along the lakeshore for more than 75 years and is proud of the faithfulness of the families we serve.

**Hours:** Monday-Friday during the school year (approximately 28 hours per week) with adjusted hours for holiday breaks as well as in June and July. During the month of August, a flexible schedule will be necessary for outreach events and to prepare for welcoming students and staff back to school. This schedule may be variable to accommodate the needs of the position.

**Compensation:** As determined by experience; this is a part-time, non-benefited hourly position.

**Position Overview:** The Administrative Assistant will be overseen by the Office Manager and is primarily responsible for office reception; management of student records and attendance; Teacher absence management; and administrative support to the Administration and teaching staff. The ideal candidate will be Christ-centered, friendly, detail-oriented, comfortable working with multiple software platforms, and will possess problem-solving and strong organizational skills.

### Responsibilities Include

#### *Student File Management*

- Record, organize, and maintain student attendance records
- Follow-up on student absences in accordance with attendance policy
- Request and process files for incoming and transferring students
- Maintain all records related to student files and graduation
- Collaborate with International Student Coordinator regarding SEVIS and educational visas for our International students



### *Substitute Teacher Coordinator*

- Maintain record for teacher attendance and time off requests (this includes planned and unplanned absences)
- Maintain/update sub folders for WMC teachers
- Communicate and coordinate subs for teacher absences (may occur outside of regular hours); this includes communication when Brighton/EduStaff hours are due
- Ensure sub plans and materials (chromebook, etc.) are available to the guest teacher on the day they sub

### *Administrative Duties*

- Greet and direct all office visitors, including late students (writing passes), students arriving from the Career Tech Center (CTC) and parents dropping off items for students
- Answer incoming phone calls
- Plan, organize, set up, and support school events when needed
- Handle cash/check payments for lunch, tuition and other fees and provide receipts when necessary
- Provide after-hours office support on occasion for conferences, open houses, or other events
- Support the student enrollment process as needed
- Administer student medication
- Manage office equipment, including copy machines and substitute teacher Chromebooks
- Correspond with staff, parents, students, board members and the community regarding school and community events
- Provide clerical support to the Administrative Team and teachers, including the creation of student certificates for various honors and awards
- Enter student service hours into Powerschool
- Work with Academic Advisor to verify student service hours for graduation
- Organize school pictures, including scheduling photos/retakes and printing student ID's as needed
- Distribute daily mail
- Work with local and state health organizations regarding communicable disease tracking, vision, and required immunization data
- Other duties as assigned

**Desirable qualifications**

- Ability to work in a busy office environment and handle interruptions
- A working knowledge of school processes and procedures
- Integrity and ability to maintain confidential information
- Familiarity with word processing, spreadsheets, Google Suite, Canva, Microsoft products, and PowerSchool, as well as other unique software applications specific to school-related functions

**Interested applicants should use the link below to apply online:**

[Application Form](#)