



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

JOB POSTING

Part-time Administrative Assistant/Registrar - ACA@Home

Duties:

- Office Administrative Duties ie) answering phones, customer service, emailing, tracking, newsletter development
- PowerSchool Database Management such as
 - Registering students in PowerSchool/PASI
 - Document Upload
 - Inputting appropriate funding codes for Sept. 30 count
 - Course Registrations
 - Report cards
 - Core Alerts
 - PAT and Diploma Exam Registrations / Request for accommodations
 - Mark Submissions
- Enrollment Tracking
 - Prepare Registration forms and other forms using School Engage

Qualifications/Conditions:

- Experience working in a busy, fast-paced office environment is an asset
- Solid understanding of general office procedures
- Experience with Google Suite would be an asset including Google sheets
- Experience with PowerSchool or other SIS an asset
- Must be flexible
- Strong communication and organizational skills
- High level of accuracy and attention to detail
- Strong customer service skills
- Must be able to take direction graciously
- Fast-paced office environment
- Must have a police record check with vulnerability screening on file before starting employment
- Must align with the mission and vision of ACA

Hours of work:

Approximately 18-24 hours per week

Compensation: \$22.50 per hour

Based on Experience and Education

Deadline for applications: Friday, April 26th

Please apply through the link on our website.

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.