



PRESBYTERIAN CHRISTIAN SCHOOL

103 W.S.F. TATUM DRIVE, HATTIESBURG, MS, 39401

WWW.PCSK12.ORG

601-599-0444

Presbyterian Christian School

Secondary School Administrative Assistant

Presbyterian Christian School exists to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

The school seeks a compassionate, efficient, organized, skilled person for the position of Administrative Assistant for the Secondary School Campus. This position will directly report to the Secondary Principal and team as they seek to collectively lead and organize the secondary campus for the fulfillment of the PCS mission and in service to our many PCS families.

- Approximately–500 Students on Secondary Campus
- Approximately–70 Faculty/Staff on Secondary Campus

ESSENTIAL DUTIES:

- Answering phone calls throughout the day
- Managing check-ins and check-outs of students through the direction and supervision of their guardians
- Prompt and regular communication with teachers and staff
- Coordination of the substitute list, set up and more
- Serve as the hub of Secondary campus information and communicate with the Communications team regarding updates, changes, and expectations as those arise
- Ability to perform other duties as assigned and as needed by supervisor

Education, Experience, + Skills Qualifications

- Experience with Microsoft Office and/or Apple equivalents, WebEx Classrooms, student information systems generally and related programs.
- Excellent planning skills
- Highly organized and detail oriented
- Manage multiple projects simultaneously and able to adapt to changing environments and priorities
- Self-starter with the ability to work productively and meet benchmarks and goals in a timely fashion

- Strong interpersonal, organizational, facilitation and management skills
- Remarkable professionalism and solid work ethic
- Excellent communication and team skills

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Interested parties should send fill out the employment form located (<https://pcsk12.org/about-pcs/employment/>) and upload a PDF copy of their resume and cover letter at the bottom of the form. Should you have any questions about this process, please email humanresources@pcsk12.org.