



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Admissions Secretary

OFFICE/CAMPUS: Admissions/Sagert High School

REPORTS TO: Director of Admissions

STATUS: 12 month (non-exempt)

PRIMARY PURPOSE: To provide administrative support to the Middle and High School Director of Admissions.

ESSENTIAL DUTIES/FUNCTIONS:

- Keep accurate records of new student applications.
- Coordinate group and individual appointments for testing and interviews.
- Administer grade placement and make-up examinations.
- Process admissions letters.
- Assist with the 6th grade student visitation and orientation program to the middle school.
- Respond to phone calls, emails, and walk-ins regarding admissions.
- Order supplies for the admissions office.
- Assist in Admissions events

OTHER DUTIES/FUNCTIONS:

- Provide administrative support to the administration and staff
- Assists the admissions director if there needs to be clerical support in areas outside of admissions such as Hawaii Association of Independent Schools.
- Other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: LAN-based computer with keyboard and monitor, facsimile machine, photocopier, electric typewriter, calculator, and multi-line push button telephone.
- Work Hours: 7:30 a.m. – 4:00 p.m., Monday - Friday (eight hours/day). Some weekday overtime and Saturday work may be required.
- Mental Demands: High attention to detail. Ability to handle multiple assignments with minimal supervision.
- Physical Demands: Majority of the job is spent sitting in a confined position. Most of the work requires periodic visual/mental concentration on work demanding precise eye/hand coordination. Setting up for testing, interviews, and orientations may require moving small equipment (e.g., screen, computer) and supplies (e.g., displays, yearbooks, catalogue/handbooks, refreshments).

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Demonstrable organizational, computer, and telephone etiquette skills. Effective communication skills. Ability to work with a variety of people, a team player. Knowledge of: Excel, Filemaker Pro, Word, Google Suite. Additionally, use of Ravenna, Blackbaud is required (training will be provided). High attention to detail and excellent organizational skills is a must.
- Education/Training: High School diploma or equivalent. Secretarial training is a plus.
- Experience: Minimum of one (1) year general clerical, computer, and customer service experience.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.