

Immanuel Christian School Administrative Position Descriptions

Middle School Office Assistant

Immanuel has an opening beginning August 2008 for a Middle School Office Assistant. This position is fulltime during the school year (with a possibility for year round employment) with paid vacation and benefits. The Middle School Office Assistant would be responsible for providing administrative and clerical support for the middle school teachers and students, assisting with student records, processing recommendations and transcripts, , and general office work. Skills in MS Word is required. Additional experience with Excel and other MS products is a plus. Please contact Susan Huber in the school office if interested.

Serve-A-Thon Coordinator

ICS has an opening for a part time Serve-A-Thon Coordinator for the 2008-2009 school year. The coordinator will perform clerical duties including recordkeeping, oversight of data entry, publicity and prize rallies. The position is for 15-20 hours per week from late Aug. until mid-December. Computer skills needed. Please contact Susan Huber in the school office if interested.

Hot Lunch Coordinator

ICS has an opening for a Hot Lunch coordinator for the 2008-2009 school year. The Hot Lunch Coordinator will responsible for organizing the lunch orders, billing families, and for overseeing lunch orders with the various vendors. The Hot Lunch Coordinator is also responsible for recruiting the lunch supervisors for the various lunches and training lunch workers. Please contact Susan Huber in the school office if interested.