

Academy Assistant

Coram Deo Academy

To apply, please email Head of School David Seibel dseibel@coramdeo-in.com.

Academy Assistant

Mature and contagious Christian that personifies the Classical & Christian mission of CDA. Capacity to handle a large quantity of information without becoming 'task-saturated.' Fluently distinguishes between the important and urgent. Organized, timely and prudent problem-solver. Possesses a Bachelor's Degree and has demonstrated writing and editing abilities. Tolerance for ambiguity in a healthy and growing school setting. High achieving, collaborative and no excuses approach to executing tasks and serving people.

The Academy Assistant functions in the four following roles:

Receptionist The Academy Assistant is the first person you see when you enter and the last person you see when you leave. The Academy Assistant greets visitors, answers phone, handles front door entry, makes announcements and coordinates with volunteers. The Academy Assistant supports students and teachers in need throughout the year.

Secretary The Academy Assistant makes sure everything is in the right place and done in a timely fashion. Tasks include managing tuition collection on RenWeb and placing orders for supplies, field trips and miscellaneous expenses.

Registrar The Academy Assistant ensures that all necessary information is appropriately documented, updated and stored. Whether this be student records, invoices or donations, all key information is secured and safe. All financial records are shared with Accountant.

Head of School Support The Academy Assistant responds well to challenges and is able to produce significant results on editing projects, clerical projects, calendar scheduling, event management and email processing.

Great Commission Vision

CDA desires to retain and equip people committed to making disciple-making disciples. Our vision is to see all of our employees leave a legacy for the glory of God. We are committed to cultivating a healthy and growth-focused faculty culture that enables employees to thrive as they serve the next generation. Success at Coram Deo Academy looks like a future full of durable disciples and serious scholars.