

Administrative Assistant & Assistant Treasurer

Burleson Adventist School (BAS)

About Us

Burleson Adventist School (BAS) is a Pre-K–8th grade Seventh-day Adventist school in Burleson, Texas, offering a nurturing academic environment where students are educated for eternity through love, faith, and service to God and others. Supported by Burleson Seventh-day Adventist Church and the surrounding community, BAS serves students and families through academic, spiritual, and extracurricular programs.

About the Position

BAS is seeking an organized, personable, and dependable School Office Manager & Enrollment Coordinator to support the Principal and daily operations of the school. This position combines administrative assistance, assistant treasurer responsibilities, student health and records coordination, school events, and family communication. The individual will also support enrollment, marketing, and community outreach efforts. Responsibilities vary throughout the school year, with some duties occurring seasonally or as needed.

Primary Areas of Responsibility (30 Hour Work Week)

- **Office Administration & Operations:** Provide clerical and organizational support to the Principal; coordinate office communication, calendars, records, supplies, and day-to-day office needs.
- **Financial Support – Assistant Treasurer:** Assist with basic financial data entry, recording and documenting payments, organizing invoices, and maintaining records in coordination with the designated treasurer.
- **Student Records, Health & Safety:** Maintain confidential student files, health and immunization records, and required documentation; assist with basic first aid, student wellness needs, and school health procedures.
- **Events & School Coordination:** Help coordinate school events, calendars, volunteers, communications, and logistics in collaboration with school staff.
- **Marketing & Community Outreach:** Support school communications, promotion, and community engagement, including sharing school programs and activities with current and prospective families.
- **Enrollment & Family Relations:** Respond to inquiries, support tours and application processes, maintain enrollment information, and build welcoming relationships with students and families.

Qualifications

Strong organizational skills and attention to detail; excellent written, verbal, and interpersonal communication; discretion and confidentiality; ability to manage multiple priorities; basic accounts receivable/payable knowledge; proficiency with common office applications; and previous successful office experience. A welcoming, service-oriented approach to working with students, families, and staff is essential.

Minimum Requirements

Must be a Seventh-day Adventist in good standing and be willing to transfer church membership to Burleson Seventh-day Adventist Church as a condition of employment, legally eligible to work in the United States, and cleared through Sterling Volunteers, including a background check. Bilingual ability (Spanish/English) and a bachelor's degree are desirable but not required.

How to Apply

Please email a résumé and at least three references (including email addresses and phone numbers) as PDF attachments to Dr. Carrie Suess, Principal, at suess@bas4u.org.