



Southern California Conference
of Seventh-day Adventists

JOB DESCRIPTION

POSITION TITLE:	Temporary Admin Assistant	DATE:	9/27/2026
DEPARTMENT:	Administration/School Office	REPORTS TO:	Principal
CLASSIFICATION:	Temporary, (Oct-Nov) (20 hours per week)	SALARY RANGE:	\$20 – \$22 Per hour

JOB SUMMARY

Support the Southern California Conference (SCC) in accomplishing its mission, “to exalt Christ by cultivating healthy churches and schools” and its core values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships & team.

Glendale Adventist Academy is seeking a dependable, organized, and welcoming **Temporary Office Aide** to provide administrative support to the Principal and assist with the daily operations of the school office. This individual will help ensure that the front office remains responsive, professional, and hospitable to students, families, staff, and visitors.

The ideal candidate demonstrates excellent communication, discretion, organization, flexibility, and a heart for Christian education and service.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Comply with policies and procedures of SCC, including but not limited to those in the Employee Handbook, and the North American Division Working Policy.

Principal & Administrative Support

- Provide personal administrative assistance to the Principal, including scheduling, correspondence, organization, document preparation, filing, and follow-up.

- Assist with emails, phone calls, letters, forms, and other administrative communications as directed.
- Help organize meetings, appointments, school events, and administrative projects.
- Maintain confidentiality regarding students, families, personnel, and school matters.
- Assist other members of the administrative team as needed.

Front Office Support

- Answer and appropriately route incoming telephone calls.
- Monitor and respond to general school emails or forward inquiries to the appropriate staff member.
- Greet and assist parents, students, visitors, vendors, and community members in a warm and professional manner.
- Receive parents and visitors and help ensure appropriate campus check-in procedures are followed.
- Take messages and communicate information promptly to appropriate staff.
- Assist students who come to the office with routine needs and direct concerns to the appropriate administrator or staff member.

General Office Duties

- Prepare, copy, scan, file, and organize documents.
- Assist with mail, deliveries, supplies, forms, and other office materials.
- Maintain an organized and welcoming front-office environment.
- Support school-wide events, programs, and special projects as assigned.
- Perform other reasonable administrative and clerical duties necessary to support the daily operation of the school.

Qualifications & Skills

- High school diploma or equivalent required; additional administrative experience preferred.
- Strong written and verbal communication skills.
- Comfortable using email, Google Workspace, and standard office technology.
- Strong organizational and time-management skills.
- Ability to manage multiple responsibilities and adjust priorities throughout the day.
- Friendly, patient, professional, and service-oriented demeanor.
- Ability to exercise discretion and maintain strict confidentiality.
- Dependable and able to work both independently and collaboratively.

- Ability to interact appropriately and compassionately with children, teenagers, families, and school personnel.

REQUIRED QUALIFICATIONS

To perform this job, the individual

- Must perform each essential duty and responsibility satisfactorily, and
- Be an active member of the Seventh-day Adventist church in good standing, and
- Meet the requirements listed below

Professional Expectations

As a member of the Glendale Adventist Academy office team, the Temporary Office Aide is expected to contribute to a welcoming, Christ-centered school environment and demonstrate professionalism, kindness, discretion, integrity, and respect in all interactions.

Because this position regularly handles sensitive student, family, financial, personnel, and administrative information, maintaining confidentiality is an essential responsibility of the role.

This is a temporary position intended to provide additional administrative and front-office support based on the current needs of Glendale Adventist Academy. Duties may be adjusted during the assignment as school needs arise.

Education and/or Experience

Must be people oriented. Prior experience in sales is preferable. Computer and phone skills are necessary. High school graduate or equivalency.

Core Competencies

- Knowledge of Microsoft Office Suite (Outlook, Word, Excel).
- Ability to maintain strict confidentiality of privileged information.
- Ability to perform simple arithmetic calculations.

Other Knowledge, Skills and Abilities

Attention to detail and commitment to accuracy, work under pressure, ability to multitask, good organizational skills, ability to meet deadlines, ability to work with diverse groups, ability to function as a team player. Good customer service, listening and communication skills. Self-starter and able to work with minimal direct supervision.

Required Personality Traits

Professional, ethical, flexible, tactful, discreet, approachable, proactive, dependable, pleasant, positive attitude.

Certificates, Licenses, Registrations

Valid driver's license

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. May be required to work overtime. Travel on assignment may be required at times.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.