

Administrative Assistant

Qualifications:

Since Luther High School is a Christ-centered educational institution owned and operated by an Association of Wisconsin Evangelical Lutheran Synod churches employees should be a man or woman of God who has been schooled in, believes, and understands the theological principles of the synod in that they agree with the truth of the Word of God. He/she will have training, experience, and a sincere interest in student spiritual and academic welfare. He/she shall be a good communicator who possesses warmth, understanding in dealing with students, parents, and others connected with the school.

Position Description: Assists administration with office duties that allows the team to carry out the mission and vision of Luther High School.

Duties:

Student Information System

Working with the Student Information System (SIS)

Bussing

Manages ridership data base for all Luther bus routes
Collects and submits student transportation requests.

Guidance Department

Works with guidance director in managing college visit schedule and assisting with senior awards night.

Business Office Support

Works as the purchasing agent for Luther High School.
Manages hot lunch accounts.
Provides bookkeeping support.

Calendar

Assist with managing school event calendar.
Assist with managing Junior Knight event calendar.

Event Coordination

Assist with coordination of our annual golf outing and Big Knight event.

Skills Required

This position requires a great deal of multi-tasking and dealing with people of all ages. General office skills, general accounting skills, and knowledge of Microsoft office and Google Suites are required. Must learn how to use the current SIS (student information system).

Schedule: 35 hours a week school year

10 hours a week summer

Compensation: Hourly Salary

Applications: Applications are available in the Luther High School office or online at lutherhigh.org. Candidates can submit their application and resume to the office or email to punzphil@luther.k12.wi.us. Questions please email Principal Phil Punzel at punzphil@luther.k12.wi.us.

Luther High School Application For Employment

We are an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You a U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are You a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Selected For Employment Are You Willing To Submit to a Background check? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Position

Position You Are Applying For	Days Available to work	Available Start Date
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
W	Reason for Leaving		
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (4)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	