Job Description

OVERVIEW	
Job Title	**Sunday School Administrative Assistant/System Analyst (Sterling HQ).**
Department	**Education**
Reporting Relationships	Reports to: **Sunday school Principal**
Role Purpose	Under the guidance and supervision of Sunday school Principal, the Administrative Assistant supervises and facilitates students' registration on the System. Provides support and assistance to the teachers to successfully fulfil their tasks. The school admin assistant is responsible for providing day-to-day assistance and support to the Principal, the teachers, the students, and the parents.

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	**Key Activities**
Office Support	• Provides direct support to the parents to register their children. • Monitors and documents daily activities in SMS and resolves any registration issues. • Keep students' records up to date. • Protects confidentiality of records and information about students and staff • Prepare budget reports, and any other reports from the system as needed. • Attend staff meetings and take the minutes. • Provides support to the teachers, including clerical tasks of varied nature. • Maintains regular communication with parents and sends announcements and updates. • Handles correspondence of the office including email, phone calls, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses. • Displays ethical and professional behavior in working with teachers, students, and parents. • Adheres to the ADAMS Center rules and regulations, policies and regulations, school regulations and procedures, and contractual obligations.

QUALIFICATIONS/REQUIREMENTS	
Necessary knowledge, skills and experience	• Knowledge of Salesforce or must be open to learning Salesforce. • Proficiency in MS office. • Must have excellent interpersonal skills and the ability to work well with diverse individuals. • Must be able to follow instructions as designated by the principal. • The administrative assistant should be experienced and possess strong computer skills, office skills, problem-solving and clerical skills. • Must have the ability to learn new software SMS.
Education and certification requirements	• BS preferably IT or related field. • General knowledge in the Qur'an and Sunnah

WORKING CONDITIONS	
Work Timings	**Part-Time in person Position while school is in session and remotely otherwise.** **Work load: Up to 10 hours per week.**