



**Position Opening
Agape Christian Academy
Office Administrator
Troy Campus – Middle School/High School**

Position: Office Administrator

Job Description:

Agape Christian Academy works together with the home and church to provide each student with a Christ-centered, quality education that will enable them to be a transforming influence in their world. We are looking for an Office Administrator who will oversee the Middle School/High School office's daily administrative operations, ensuring smooth and efficient functionality. This role is essential in supporting students, staff and parents by managing communication, coordinating events, maintaining records, and overseeing logistical aspects of school operations. The Office Administrator will also provide compliance with school policies and assist in maintaining an organized and welcoming office environment. This is a great opportunity to impact young people for the Lord.

Position Qualifications:

The successful candidate must love children and the Lord and must fully adhere to and support Agape's Statement of Faith. This person should have strong organizational, problem-solving and decision-making skills and excellent interpersonal and communication skills. This person must be proficient in office software such as Google Suite and Microsoft Office and be comfortable learning and working with the school's student information system. Attention to detail, confidentiality and professionalism are a must.

Schedule:

This is a full-time position during the school year 7:30 – 3:30 Monday thru Friday
The schedule changes during the summer with part-time, more flexible hours.

This position offers a compensation package that includes tuition reduction for the successful candidate's children who attend Agape.

The Troy Campus is located at 17791 Claridon Troy Road in Troy Township at the intersections of Rt. 700 and 422.

To apply for this opportunity contact:

Susan Gifford, Academy President

440.834.8022 (phone)

Send resume or questions to: s.gifford@agapeca.com