

REFERENCE NUMBER: 2.2.3.4
TITLE: Student Services Secretary Job Description
DATE OF LAST REVIEW: 10/31/17
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Accountable to: Director of Student Services Employment Term: 28 hours x 44 weeks = 1,232 hours

The Student Services secretary will reflect a positive attitude in attending to the needs of those who come to the Student Services Office whether students, visitors or staff members. This position is designed to provide clerical assistance to the Student Services staff. He/She will reflect and commit to the purpose, overall ministry and well being of Lutheran High School.

Christian Witness Characteristics

- Is dedicated to Christ-centered service to young people and their families, models love and care for youth, and is trustworthy in relationships and commitments
- Is conversant in and committed to the doctrines of the Lutheran Church-Missouri Synod and dedicated to promoting the Christian faith through the ministry of Lutheran High School
- Focuses on the common unity in Christ that is shared at Lutheran High School
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in both professional & personal activities, integrating their life with God's grace
- Conveys the Association's mission to others with passion and communicates effectively in clear and direct written and spoken language

Qualifications

1. Skills in working with people (visitors, students, staff)
2. Proficiency in Microsoft Office
3. Related job experience preferred
4. High School Diploma
5. Must successfully pass a criminal background check

Responsibilities

1. Greet and assist all visitors to the Student Services office
2. Maintain a high level of confidentiality in regards to student records and interactions between the Student Services Office staff and the students served.
3. Direct calls for all Student Services personnel
4. Assist in maintaining an accurate permanent academic record file for each student, current and former
5. Assist in keeping college and scholarship files up to date
6. Assist with special program applications as needed (MSA, MFAA, National Merit, etc.)
7. Prepare transcripts for distribution and maintain records of transcript mailings for follow-up
8. Understand various features of PowerSchool and assist others in their usage
9. Assist with the distribution of report cards and other reports through PowerSchool
10. Assist in processing grade changes as needed
11. Assist with new student enrollment, parent information night, track placement tests, coordinate the distribution of schedules with the Principal's office.
12. Merges new online student registrations with PowerSchool
13. Publish the Master Schedule for the faculty
14. Maintain files of current final exams and course syllabi.
15. Assist with Schedule college recruiter visits to campus and publicize visits to students
16. Assist in maintaining the Student Services portion of the website
17. Assist in the supervision of students in the Student Services office to make-up tests or as needed
18. Assist other departments and parent efforts as needed