



Front Office Administrative Assistant

DCS main office is looking for a year round, full time administrative assistant, 35 hours per week. Responsible for maintaining and updating office forms and other documents. Scheduling and managing school pictures and associated duties. Back up front desk receptionist. Support the office manager with other duties as assigned. This position will also acts as the transportation coordinator overseeing van and bus transportation scheduling and maintenance.

Requirements:

- Detail oriented, with strong organization and time management skills
- Strong computer and keyboard skills: Microsoft Office, Google
- Excellent grammar and communication skills
- Great customer service

Applications will be accepted until October 19, 2022.

Admissions Assistant

DCS main office has an opening for an admissions assistant. Part time, 20 hours per week. This position will support the admissions counselor with welcoming new families to Desert Christian schools through the application and enrollment process. Assisting with scheduling, paperwork, and tours as needed. Applicant should have great customer service, verbal communication, organizational, and computer skills.

Front Desk Receptionist

DCS main office is looking for receptionist substitutes. Applicant should have great customer service, verbal communication, organizational, and computer skills. We are looking for receptionist subs for all shifts., M-F, 6 a.m.—6 p.m.

Please obtain and submit an application at the front office on the main campus.

All employees of Desert Christian Schools are expected to have a saving faith in Jesus and are required to attend a Bible believing church.