



泽兰基督教学校 / Escuela Cristiana de Zeeland / Zeeland Christian School is the only three school – 8th-grade school in the Midwest where a child can learn in a Christ-centered and tri-lingual environment where all abilities are welcome and celebrated. It's what's best for kids and that's what we're all about.

At Zeeland Christian, we Love God, Love Kids, and Love Learning. We expect our staff to have a personal relationship with Jesus and enjoy helping young children learn.

The Academic Administrative Assistant will have a wide scope of duties given the different areas the 3 academic leaders (Director of Support Services, Director of Immersion, and Director of Learning Innovation) cover. Responsibilities will include:

- Managing schedules for 3 academic leaders
- Managing requests from schools that are interested in learning about our Immersion Program and Inclusion Programs
- Assist in purchasing and ordering curriculum materials as directed by the Director of Learning Innovation
- Coordinate professional development registrations
- Manage/Assist with Michigan Department of Education professional development submissions
- Assist with the hospitality portion of professional development for staff, such as purchasing snacks and/or meals

Ideal Candidates for the Academic Admin Assistant position would possess these skills/abilities:

- Proficient with Mac Computers
- Experienced in Microsoft products and Google suite products
- Ability to independently problem solve as well as working and collaborating in a team environment.

Apply by sending your resume and cover letter to [jobs@zcs.org](mailto:jobs@zcs.org) along with completing the Application.