

Lynden Christian Schools

APPLICANT INSTRUCTIONS

Thank you for your interest in Lynden Christian Schools and the high school registrar/office administrative assistant position. The mission of Lynden Christian Schools is to be an effective instrument of God. Together with Christian parents and the church, we seek to educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who have a transforming influence in the world.

We value your time and appreciate your efforts to provide us with all the information below. We would like you to know that it is the policy of Lynden Christian Schools not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, nor in its programs or activities as required by federal and state laws (to the extent applicable to the School). As a religious, educational institution, Lynden Christian Schools does reserve the right and responsibility to select individuals whose beliefs and lifestyle are consistent with our mission.

As part of the application process, please **complete the application form located on the website in the employment tab and submit it with a cover letter and resume**. Please address the points below in your cover letter, limiting your letter/response to two pages:

- Tell us about yourself, your background, and why you are interested in serving as registrar/administrative position at Lynden Christian High School.
- Describe your relationship with Jesus Christ.
- Describe your specific talents, abilities, and gifts as it relates to being an administrative assistant.
- Describe your specific talents, abilities, and gifts as it relates to being a registrar.

Applications must be submitted as attachments to the superintendent, Dr. Paul Bootsma, by email to employment@lynchs.org. For questions, please contact Kevin Kaemingk, high school principal, (360) 318-9525, extension 1450 or kkaemingk@lynchs.org

First consideration will be given to applications received by Friday, March 22, 2019.

High School Office Administrative Assistant

Please answer the following questions and submit with your application.

QUALIFICATIONS	Yes	No
Do you have academic and career training in administrative assistant work?		
Do you have academic and career training in registration work?		
Do you have one year of experience or more in administrative assistant work? <div style="text-align: right;">Number of years _____</div>		
Do you have one year of experience or more in registration work? <div style="text-align: right;">Number of years _____</div>		
Are you willing to work part-time?		
Are you willing to work full-time?		
Are you willing to work during the summer?		
Are you proficient with Microsoft Office Suite? <div style="text-align: right;">Word _____ Excel _____ PowerPoint _____ Access _____ Outlook _____</div>		
I can do the following: <ul style="list-style-type: none"> • Model a commitment to the Lord Jesus Christ, to Christian Education, and the mission of Lynden Christian. • Encourage the concept of discipleship, stewardship, and service for students and staff. 		
As a condition of employment, do you agree to enroll all of your school-age children at Lynden Christian School?		
Do you meet all other "Qualifications" as listed in the job description and application materials? If not, please describe:		

I hereby certify that all statements made above are true and correct.

Signature

Date