

# PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



## College Planning Administrative Assistant Position Summary

**Portsmouth Christian Academy (PCA)** is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a fifty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Academic Advisor & College Planning Assistant works collaboratively with the College Counselor/Registrar to meet the varied needs of the department, including interfacing with administrative staff across the school and students (particularly during college application season), maintaining and updating various files and databases as necessary, and assists the College Counselor in implementing a comprehensive college counseling program.

To apply for this position, please complete a Staff Application found on the Careers page of our website ([pcaschool.org](http://pcaschool.org)). For more information or to submit a completed application, please email [humanresources@pcaschool.org](mailto:humanresources@pcaschool.org)