

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Upper School 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 seventy-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 Upper School Administrative Assistant serves as an ambassador for the Upper School. In this role, the Administrative Assistant acts as a liaison between visitors/parents/students and teachers/administrators. The Administrative Assistant ensures smooth running of the Upper School office functions including assistance in communication on many levels, and through various media, throughout each day. In addition, the Administrative Assistant helps ensure the security of the building by monitoring the entrance and exit through the main entrance of the building. Strong organizational skills, adherence to strict confidentiality and the ability to multi-task must be blended with a friendly and pleasant demeanor.

To apply for this position, please complete a staff/administrator application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org