

PORTSMOUTH
CHRISTIAN
ACADEMY
— AT DOVER —



Middle School Administrative Assistant Position Summary

Portsmouth Christian Academy is a large, nondenominational Christian school located in Dover, NH.

The Middle School Administrative Assistant serves as an ambassador for the Middle School, acting as a liaison between parents/students and teachers/administrators and ensures the smooth running of the office functions.

Experience in a similar office situation with equivalent demands on time is required. An associate's degree is required and a bachelor's degree is preferred.

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