



P/T Robotics Team Administrator

Valley Christian High School is seeking a part-time robotics team administrator. Our desire is to provide transformative learning opportunities for students. Robotics team mentors and staff excel at providing an experiential component to problem solving as a dynamic compliment to in-class learning. A successful administrator will demonstrate an ability to work well with a diverse group of students and mentors while demonstrating enthusiasm for the robotics program and an ability to efficiently address team organizational needs.

Students come to the team with a wide array of abilities, interests, and backgrounds. It is the job of team mentors and staff to engage each individual student and develop a relationship that not only supports learning, but provides mentorship and wisdom on the journey to adulthood

Position Profile

Preferred Candidate will be:

- Detail-oriented with experience in successfully addressing the administrative needs of a small organization
- Proficient in word processing, spreadsheet, and other computer tools
- Assisting with routine administrative office function support services
- Ordering supplies, complete and authorize requisitions
- Scheduling/coordinating meetings, tours, and special events
- Placing facilities, transportation, calendar, and other requests
- Assisting with travel plans
- Attending to registration and correspondence deadlines
- Administering FIRST and VCHS team rosters
- Maintaining team information in a retrievable fashion
- Receiving funds, making deposits, and applying for reimbursements
- Synchronizing robotics activities with faculty and staff
- Most tasks can be completed during normal business hours with occasional need for short periods on weeknights and/or Saturdays

A high school degree with an enthusiasm for technology and a demonstrated ability to address details is preferred. Applicants must profess faith in Jesus Christ and be active members of a local church community.

If interested, please submit your cover letter, resume and references to Marlaina Goldine at: mgoldine@vcschools.org