



Position Title: **Administrative Assistant to the Dean of Academics & Registrar**

Location: **Southern Preparatory Academy, Camp Hill, AL**

Classification: Permanent, Full-Time | Yearly Contract

Reports To: Dean of Academics

Southern Preparatory Academy is seeking a mission-aligned, detail-oriented **Administrative Assistant to the Dean of Academics and Registrar**. This role is vital to supporting the Academy's strategic focus on academic excellence, operational efficiency, and the delivery of transformative, whole-person education.

This position serves as a critical liaison between academic administration, faculty, students, and families—ensuring smooth day-to-day academic operations and contributing to the ongoing growth of the Academy's honors, AP, and STEM-based programming.

Responsibilities

Academic Administrative Support

- Provide daily administrative and scheduling support to the Dean of Academics.
- Assist with communication and coordination between faculty, parents, students, and outside partners.
- Manage the preparation of academic documents, reports, and internal communications.
- Support implementation of new academic initiatives tied to the school's Strategic Plan (including expanded STEM and Polytechnic programs).

Registrar Functions

- Maintain accurate student academic records, including report cards, transcripts, schedules, and course histories.
- Coordinate transcript requests and ensure compliance with privacy and accreditation standards.
- Assist with scheduling and registration for courses and academic programs.
- Manage data entry in student information systems (FACTS SIS).

Office & Records Management

- Maintain academic filing systems (digital and hard copy) with confidentiality and accuracy.
- Organize academic meetings, events, and professional development days.
- Track key academic dates and ensure timely communication of academic calendars and deadlines.
- Support faculty onboarding with academic systems and documentation.

Support for Strategic Academic Vision

- Assist in the coordination of new program launches, such as STEM electives, Polytechnic courses, and summer academic offerings.
- Prepare documents, spreadsheets, and promotional materials that align with the Academy's mission and vision.

- Ensure administrative consistency with the Academy's focus on excellence, innovation, and whole-person development.

Qualifications

Required:

- High school diploma or equivalent; associate's or bachelor's degree preferred
- Experience in an educational or office administration role
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite, Google Workspace, and database management systems
- Exceptional attention to detail, organization, and time management
- Ability to manage sensitive information with discretion and professionalism
- A mission-aligned approach to supporting young men in a disciplined, values-based academic environment

Preferred:

- Experience with student information systems (e.g. FACTS, etc.)
- Prior experience in a school registrar or academic support role

Terms & Compensation

- **Job Type:** Full-Time, On-Campus
- **Schedule:** Monday–Friday; some evening/weekend availability for school events may be required
- **Compensation:** Commensurate with experience
- **Benefits:**
 - Health, Dental and Vision insurance
 - 401(k) matching
 - Paid time off

Interested Applicants should send the following to Ms. Jenifer Isbell, Vice President, jenifer.isbell@southernprepacademy.org.

- Resume/CV