

# VALUED & INSPIRED WORK HERE



LANGLEY  
CHRISTIAN  
SCHOOL



**ADMINISTRATIVE ASSISTANT: INTERNATIONAL STUDENT PROGRAM STARTING AUGUST 2026**

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## A THRIVING STAFF & CONNECTED COMMUNITY

At LCS, we believe that high-quality education is a collective effort. We are a community of 160+ professionals who are connected by a shared Christian purpose and a commitment to educational excellence. You will join a staff culture that equips you for your first job and/or a life-giving career in education. We encourage continuous learning, mutual support and accountability, and a genuine care for the well-being of our colleagues.

## THE OPPORTUNITY

The International Department is seeking a detail-oriented and organized Administrative Assistant. This role focuses on supporting the department's day to day clerical operations, managing student records, ensuring data compliance, assisting with event logistics, and occasionally supervising students. The ideal candidate thrives on administrative tasks, possesses exceptional accuracy in data entry, and enjoys working in a dynamic educational environment.

## KEY RESPONSIBILITIES

- You will keep our international student database, homestay database and CRM platform accurate and up-to-date as students move through the enrolment pipeline.
- Track student visas, study permits, and work permits, and manage routine updates on medical insurance portals.
- Help bring our community together by coordinating orientations, cultural celebrations, and student clubs. You'll also manage calendars and schedule admissions interviews for prospective families and agents.
- Handle the essential details that keep us moving: drafting invoices and certificates, assembling welcome packages, ordering gifts, and running the occasional off-site errands.
- Provide occasional direct supervision for students during select classes, student lunches, or department-led activities to ensure a safe environment.
- Maintain the flexibility to learn new skills, adopt AI productivity tools to enhance efficiency, and take on evolving administrative responsibilities as department needs change.

## QUALIFICATIONS

Education & Experience

- High School Diploma or equivalent required (Post-secondary administrative training or certification is a strong asset).
- 1–2 years of experience in an office environment, clerical role, or heavy data entry position.
- Exceptional data entry accuracy with a proven ability to spot errors in dense spreadsheets.
- Comfortable working with Microsoft Excel/Google Sheets, modern CRM systems, and school database networks (prior experience with MyEdBC or similar school SIS platforms is a significant asset).
- Patient, clear, and welcoming communication style, with a level of English proficiency well-suited for communicating with families from diverse linguistic and cultural backgrounds.
- Strong organizational skills and the ability to handle sensitive student information with absolute confidentiality.

## WHAT WE OFFER

- Annual salary \$42,228
- Pension plan and extended benefits package.

This is a ten-month, 30 hours per week position.

## HOW TO APPLY

Email the following to [careers@langleychristian.com](mailto:careers@langleychristian.com)

- Cover letter and resume
- Contact information for two professional references
- Contact information for one reference speaking to your faith and character

## FIND OUT MORE: [LANGLEYCHRISTIAN.COM/CAREERS](https://www.langleychristian.com/careers)

We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.