St. Charles Preparatory School – Office Staff

St. Charles Preparatory School is looking for a part time office assistant which could result in a full time position. Work would start as soon as the position is filled and future hours would be determined. General office, communication skills, data entry, and computer skills are necessary.

Offer of a position is contingent upon successful completion of a mandatory background check and the VIRTUS “Protecting God’s Children” program.

Please call Pat Kuhns at 380-209-2216 or email pkuhns@scprep.org if you are interested.