
SAINT MICHAEL PARISH



Date: July 12, 2021

Position: School Office Administrative Lead Assistant

Deadline: July 26, 2021

Status: Full-time (40 hours/week)

Practicing Catholic: Preferred

Parish: Saint Michael

Position Summary: Saint Michael School in Worthington is seeking for a qualified individual to serve as the full time Front Office School Administrative Lead Assistant. Under the direct supervision of the Principal, working in collaboration with a team of professionals, this position provides administrative support to the Principal and assists teachers, parents and visitors as requested; utilizes technology and school information systems for clerical/receptionist duties and other duties as assigned.

St. Michael School is a Catholic community committed to academic and moral excellence, seeking staff members who seek to bring the peace and joy of Christ to others.

Job Responsibilities: The individual applying for this position would perform administrative assistance while facilitating the school front office day-to-day operations with secretarial and receptionist functions such as answering the phone, filing, facilitating incoming and outgoing mail, making photocopies, faxing documents, and other clerical duties as assigned; perform customer service functions by assisting parents and visitors to the office; perform data entry and update communications on internal online interface, maintain records for correspondence; and assist or prepare correspondence including e-mail communication for school groups as requested.

Qualifications for the position: An understanding of communications and the Catholic perspective; the ability to be flexible to adapt to changing needs; ability to keep all information confidential; excellent reading skills and communication skills. Significant knowledge/experience of office equipment, Microsoft software applications (Microsoft Word, Microsoft Outlook, and Excel) is essential; typing, data entry is required. A minimum of two years prior experience in an office setting, keyboard, and computer experience is required.

Compensation is commensurate with candidate's education and experience. Benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Submission should include cover letter, resume, and references via email by Monday, July 26, 2021 to: Sr. John Paul Maher, O.P., Principal at contactsms@cducation.org