



Administrative Assistant, Office of the President (part-time)

Description

Provides support to the President of Catholic High, and as such is the official school secretary and secretary to the Board of Trustees.

The Administrative Assistant to the President acts in a confidential capacity in all aspects of the position: correspondence, personnel files, routine and special tasks or projects, data entry, and all other duties. In addition, competency, initiative, discretion, and sound judgment are required.

Employment standards include a minimum of AA degree, plus five or more years of experience in a school or other professional setting.

Approx. 24 hours per week, days/hours TBD.

To Apply

If qualified and interested, please send in a letter of interest, resume, and references to Dr. Barbara D. Nazelrod, President, to Catholic High (2800 Edison Highway 21213), or via email to bnazelrod@thecatholichighschool.org.