

CHARLOTTE CATHOLIC HIGH SCHOOL
SEEKS APPLICANTS FOR ADMINISTRATIVE ASSISTANT

POSITION	Administrative Assistant
POSITION TO BEGIN	August 2022
TERMS	Fulltime – School Days
SALARY	Hourly
QUALIFICATIONS	College Degree Computer proficiency: Google Suite, Excel, Word Strong interpersonal skills
APPLICATION	Click Here to download an application, which is in PDF Fillable format, and you must include it with your resume.
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Assist in office/clerical duties for staff • Assist the Dean of Students – Supervise students, run reports, schedule as needed • Assist Office Manager with filing, ordering supplies and staff events • Staff/Student IDs – Maintain the printer and system for replacement IDs • Used Uniforms – Maintain uniform closet. Organize and maintain summer used uniform sale • Work with Campus Ministry – Assist to execute retreats, prayer services, recognize events that may need flowers and cards for birthdays, deaths, births etc. • Graduation – Manage all staff Hoods/Gowns, all cords for clubs, flowers and rental plants, assist with the entire day and logistics • Assist Development Office with Alumni events, fundraisers and areas where needed • Assist the Office Manager, Dean of Students and Development Office • Fill in when Receptionist or Attendance are absent
APPLICATION & RESUME SENT TO:	Stephanie Hogg Swhogg@charlottecatholic.com Subject: Administrative Assistant Position

The Mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to provide a religious and academic program that

allows each student to develop spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting citizen.