

**CHARLOTTE CATHOLIC
SEEKS APPLICANTS FOR
COUNSELING DEPARTMENT ADMINISTRATIVE ASSISTANT**

POSITION	Counseling Department Administrative Assistant
POSITION TO BEGIN	August 3, 2022
TERMS	11 Month, 40 hours/week
SALARY	Hourly, Negotiable
QUALIFICATIONS	Bachelor's Degree Preferred 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	Deliver professional support to 6 counselors Provide diverse, advanced & confidential daily administrative support duties Act as an information source for counseling department Professional positive attitude
APPLICATION & RESUME SENT To:	Stephanie Hogg Swhogg@charlottecatholic.com Subject: Counseling Department 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.