



BISHOP MCGUINNESS CATHOLIC HIGH SCHOOL

IS LOOKING FOR AN

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Bishop McGuinness Catholic High School is seeking a qualified and experienced administrative assistant to join our team. The assistant is responsible for providing comprehensive administrative support to the school's administration, faculty, staff, and student and parent communities. The role requires strong organizational skills, attention to detail, proficiency in office software, and the ability to handle confidential information with discretion. The ideal candidate will possess excellent interpersonal skills, a commitment to the school's mission and values, and the ability to work collaboratively in a dynamic educational environment.

The administrative assistant reports directly to the president. This is a 12.0-month, non-exempt/hourly position that may require occasional evening and weekend hours [40 hrs./wk. during school year & up to 30 hrs./wk. during summer months]

Key Responsibilities

- Manage the President's calendar, daily schedule, meetings, and event coordination.
- Serve as the primary point of contact for the President's Office, responding to inquiries and requests.
- Provide administrative support to the Admissions, Marketing, Advancement, Communications, and Business Offices as needed.
- Assist with school events, mailings, communications, donor records, transportation coordination, and special projects.
- Coordinate and distribute school communications, including The Buzz, This Week at Bishop, and digital displays.
- Welcome visitors, answer the main phone line, and provide excellent customer service to students, families, faculty, staff, and guests.
- Support the promotion of the school's values, traditions, Catholic identity, and mission through daily interactions and communications.

Qualifications:

- Education: High school diploma or equivalent required; associate or bachelor's degree preferred.
- Experience: Administrative or office support experience preferred, ideally in an educational setting.
- Technical Skills: Proficiency in Microsoft Office Suite and office technology.
- Communication Skills: Strong written and verbal communication abilities.
- Organizational Skills: Excellent organization, time management, and ability to prioritize tasks.
- Attention to Detail: Strong accuracy and attention to detail.
- Interpersonal Skills: Ability to work professionally with students, families, faculty, and staff.
- Confidentiality: Ability to handle sensitive information with discretion.
- Problem-Solving Skills: Ability to work independently and collaboratively.
- Mission Alignment: Commitment to the mission and values of Bishop McGuinness Catholic High School.

QUALIFIED CANDIDATES SHOULD SUBMIT A RESUME, COVER LETTER, AND REFERENCES TO DR. JARED M. RASHFORD, PRESIDENT, AT JRASHFORD@BMHS.US