



Bishop McGuinness Catholic High School
Administrative Assistant
Position Open August 1

Responsibilities: 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 & 24 hrs./wk. during summer months]

Specific Duties:

- Maintains calendar/daily schedule for president
- Assists in planning/organizing meetings and events (e.g. send invitations, schedule/prepare space, coordinate meals/other, etc.)
- Serves as the primary point of contact for the president's office, handling inquiries and requests
- Support the director of admissions and marketing with projects and tasks as needed (e.g. acceptance letters/mailings, new family materials/mailings, New Villain night, Christmas card mailings, partner school lists and communications, community event planning, etc.)
- Support the director of advancement and communications with projects and tasks as needed (e.g. donor database entry, acknowledgement letters/mailings, event coordination, update Constant Contact, etc.)
- Support the business manager and business office with projects and tasks as needed (e.g. update weekly/monthly bus schedule, tracking/monitoring of parish vouchers participation for Catholic students, solicit/collect bus transportation forms and prepare/update rosters regularly, etc.)
- Coordinate preparation and distribution of online newsletter (The Buzz) every other week (Friday)
- Prepare and send 'This Week at Bishop' each week (Sunday)
- Update school TV slides and visual displays with current content
- Facilitate Safe Environment Program for faculty/staff/substitute teachers/coaches/volunteers (CMG)
- Greet guests, directing them appropriately
- Answer main phone line and route the calls to the appropriate areas
- Assist in promoting the school's values and traditions in all interactions and communications
- Support the Catholic identity and mission of the school through respectful and ethical conduct

Qualifications:

- High School Diploma or Equivalent: Minimum educational requirement; an associate or bachelor's degree is preferred.
- Experience: Prior experience in an administrative or office support role, preferably in an educational setting.
- Technical Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment.
- Communication Skills: Excellent written and verbal communication skills.
- Organizational Skills: Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Attention to Detail: High level of accuracy and attention to detail in all aspects of work.
- Interpersonal Skills: Ability to interact professionally with students, parents, faculty, and staff.
- Discretion and Confidentiality: Ability to handle sensitive information with discretion and maintain confidentiality.
- Problem-Solving Skills: Strong problem-solving skills and the ability to work independently and as part of a team.
- Commitment to School's Mission: Understanding and commitment to the mission and values of Bishop McGuinness Catholic High School.

As a full-time employee, the position will be eligible to participate in the health care and retirement benefits programs offered through the Diocese of Charlotte.

Application:

Qualified candidates should send a letter of interest, resume, and list of three-five professional references to Dr. Jared M. Rashford, President, at jrashford@bmhs.us. References will only be contacted for finalist candidates.

Applications will be reviewed and evaluated in the order they are received.

Bishop McGuinness Catholic High School develops students in their pursuit of truth, excellence, and virtue. In partnership with committed families, our dedicated faculty form the faith, character, and intellect of young men and women within an engaged, diverse community grounded in the Catholic tradition.