



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

EMPLOYMENT OPPORTUNITY

Administrative Assistant (Full-time)

St. Theodore Guerin High School in Noblesville is searching for a full-time Administrative Assistant for the Campus Ministry and Student Life Department.

Requirements

- Applicants should be comfortable integrating Catholic/Christian values into their work environment and living out those values in their daily lives.
- Applicants should have a good work ethic.
- Excellent knowledge of MS Office
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Discretion and confidentiality

Qualifications

Candidates should possess a high school degree.

Salary

Salary will be based on applicant's experience. The position is benefits-eligible.

Contact Information

Please send resume and cover letter to:

Scott McNamee – Director of Campus Ministry and Student Life
Guerin Catholic High School
15300 N Gray Road
Noblesville, IN 46062
smcnamee@guerincatholic.org

St. Theodore Guerin High School is an Equal Opportunity Employer.