



## St. Theodore Guerin High School

15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
[guerincatholic.org](http://guerincatholic.org)

## EMPLOYMENT OPPORTUNITY

### Assistant to the Principal

St. Theodore Guerin High School in Noblesville is searching for an Administrative Assistant to the Principal. This is a full-time, year-round position. Benefits include an excellent comprehensive medical, dental and vision insurance plan along with an employer funded pension retirement plan. Start date would be as soon as possible.

#### Essential Duties and Responsibilities

- Support the office of the principal in all manners
- Hire and schedule substitute teachers
- Manage multiple calendars, schedule facility usage and arranging meetings
- Take and record minutes
- Coordinate purchasing for the office and academic staff
- Arrange transportation for academic field trips

#### Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church.
- Applicants should have a good work ethic, be self-motivated and have attention to detail.
- Applicants must have a professional demeanor and be able to maintain confidentiality.
- Applicants should have good communication skills and be a quick learner with technology. Proficiency in Google Apps is a plus.
- Applicants should be committed to contributing to the life of the school.

#### Contact Information

Applicants may submit a cover letter and resume to [apply@guerincatholic.org](mailto:apply@guerincatholic.org). Application deadline is Friday, October 5.

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