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

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

EMPLOYMENT OPPORTUNITY

Executive Assistant to the President

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Executive Assistant to the President.**

Position Summary

The Executive Assistant to the President supports the President in operational and administrative details and performs administrative functions that require a thorough knowledge of Guerin Catholic's policies, procedures, and operations and an understanding of the school's role within the community.

The Executive Assistant to the President has recurring contact with members of the School Governing Board, school administrators, teachers, staff, students, parents, and patrons as well as pastors, staff, and members of our partner parishes. The Executive Assistant to the President exercises initiative and independent judgment in managing the President's schedule and the office's daily activities. The Executive Assistant to the President uses discretion in the dissemination of information to faculty, staff, students, and the various publics served by the school.

Other Duties

Please note the position summary is not designed to contain a comprehensive list of duties and responsibilities required by the applicant.

Qualifications

The Executive Assistant to the President must:

- Be able to honor and maintain confidentiality.
- Have excellent verbal, written, and communication skills, which allow the for effective verbal, through written correspondence, and successful communication with others in one-on-one situations.
- Have a strong attention to detail.
- Possess respect and ability to uphold Catholic school teachings.
- Have an adeptness with multitasking.
- Have excellent organizational skills.
- Have a command of grammar, punctuation, spelling, and the correct usage of the English language.
- Be able to work independently, use initiative, and make substantive decisions quickly.
- Have computer literacy that includes keyboarding ability and proficiency with word processing, spreadsheets, and presentations.
- Have the ability to develop knowledge of, respect for, and skills to engage people from different backgrounds.
- Have at least three to five years of secretarial or administrative assistant experience, which must include an extensive knowledge of general office procedures, policies, and practices.

Contact Information

Interested and qualified candidates are asked to submit a letter of interest and résumé to apply@guerincatholic.org no later than **March 29, 2019**.

Questions about the position should be directed to:

Dr. John Atha
President
Guerin Catholic High School
15300 N. Gray Road, Noblesville, IN 46062
(317) 582-0120 Ext. 302
GuerinCatholic.org

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