



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

Registrar

St. Theodore Guerin High School in Noblesville is searching for a Registrar for the counseling office. This is a full-time, year-round position. Start date would be December 13, 2021.

Essential Duties and Responsibilities

- Greet, assist and direct visitors and community members as they enter the counseling office
- Process and organize new and outgoing student records including transcript requests
- Enter and update student data in the student information system
- Set up and maintain the student cumulative files
- Provide secretarial support to the school counselors

Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church
- Applicants should be pleasant, polite and welcoming to visitors
- Applicants should have a good work ethic, be self-motivated and have attention to detail
- Applicants must have the utmost respect and ability 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. Application deadline is Friday, November 5, 2021.

St. Theodore Guerin High School is an Equal Opportunity Employe