



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

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[guerincatholic.org](http://guerincatholic.org)

## Admissions Assistant

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate for an **Admissions Assistant**.

### Position Description

This part-time position requires 29 hours a week, 12 months a year. The primary goal of the Admissions Assistant is to support the Admissions Department in its role as the first point of contact for interested families. The Admissions Department strives to ensure families feel welcomed and invited into the Guerin Catholic community and that the admission process is a smooth and unencumbered one. Above all, this person is expected to be in full support of living out the Guerin Catholic Mission Statement.

### Qualifications

The ideal candidate should hold a bachelor's degree and have employment or volunteer history in education, admissions, event planning, or marketing. High quality customer service is an absolute must. The candidate must have the ability to multitask and be extremely organized. It is important that the candidate take initiative and possess the ability to not only work independently but collaborate with others on a team. Ideally, the candidate would be bilingual, have experience working with database systems, and be proficient in Google applications.

Responsible for:

- Communicating with parents of applicants and prospective families
- Reviewing prospective student applications and answering inquiries
- Leading campus tours
- Coordinating the High School Placement Testing
- Organizing multiple Admissions events for prospective families
- Assisting with all Admissions duties as assigned by the Director of Enrollment Management

### Contact Information

Interested and qualified candidates may submit a cover letter, resume and references to [apply@guerincatholic.org](mailto:apply@guerincatholic.org) by Friday, April 14, 2023 or until the position is filled.