

**Job Posting for the 2022-2023 Academic Year:
Main Office Administrative Assistant**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 460 students with a strong diverse student population. Andrean High School is an A-rated school, fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

School Mission: 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.

Position Opening: **Main Office Administrative Assistant (Part Time up to 29 hours per week)**

Contact: Mr. Jaycob Knazur, Principal

Email: jknazur@andreanhs.com

Phone: 219-887-5959, ext. 293

Process: **Application materials should be sent via email.**

Application materials should include the following:

- Cover letter and resume
- 3 Professional References

School/Diocesan Requirements:

- Valid driver's license;
- If applicable, candidate will be in good standing with current educational institution;
- Practicing Catholic or Christian preferred; and
- VIRTUS trained (safe-environment) and is subject to the Diocese of Gary expanded background check

Salary Range: \$12.00 - 16.00 per hour

Reporting Relationship: Reports to Principal / Assistant Principal

Application Deadline: Applications will be accepted until the position is filled.

Job Goal:

The clerical / administrative assistant position is responsible for assisting the building administration and staff including greeting, welcoming, and directing visitors appropriately, managing phone calls, supervision of students, community relations, general record keeping, and providing general clerical support.

Essential functions and duties:

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a positive image of the school
- Performs basic clerical tasks for office practices and procedures that involve the operation of standard office equipment such as personal computer, phone system, PA system, copier, fax, and associated equipment
- Performs record keeping regarding student performance and needs as assigned by administration
- Receives and distributes items such as U.S. mail, special deliveries, packages, supplies, etc.
- Assists students and others with concerns and refers non-routine concerns to appropriate supervisor
- Follows security procedures by ensuring sign in and sign out procedures and issuing visitor badges
- Greets and screens individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries and/or directing individuals to an appropriate location in accordance with established building security procedures
- Supervises students as needed before and after school and during lunch periods
- Promotes accurate and positive public relations for Andrean High School
- Enhance the efficiency of administrative functions and help sustain organizational growth
- Performs such other duties as may be assigned by the administration.

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.