



Administrative Assistant

Helias Catholic High School is seeking a highly motivated and organized individual to work as an administrative assistant. This is a full-time, 12-month position. The successful candidate will perform general clerical tasks such as coordinating various calendars, taking phone calls and messages, sending emails, preparing for large meetings and presentations, capturing notes in meetings, and a variety of other related tasks.

The ideal candidate will:

- Appreciate the value of Catholic education.
- Understand, respect and be committed to the spiritual, academic and personal development of young men and women.
- Possess a strong work ethic and attention to detail, especially as it relates to student records.
- Have a good working knowledge of computer applications, including but not limited to Microsoft Office and Google applications.
- Demonstrate a student-centered approach aimed at supporting the unique work of a Catholic high school.
- Possess outstanding communication and organizational skills.
- Be eager to learn new software, technology and related skills.

Helias Catholic High School, founded in 1956 on the traditions of the School Sisters of Notre Dame and the De La Salle Christian Brothers, is committed to providing excellence in education as established on the teachings of the Roman Catholic Church for students grades 9-12. Located in Jefferson City, Missouri, the school serves more than 700 students from throughout Central Missouri. It is one of three high schools under the direction of the Diocese of Jefferson City.

Interested applicants should submit a letter of interest, resume and at least three letters of recommendation. Please include contact information for all listed references. Suitable candidates will be contacted for personal interviews.

Please submit requested information electronically to:

Emma Williams, Assistant Principal
Helias Catholic High School
ewilliams@heliascatholic.com