

St. Louis University High School
Main Office Administrative Assistant/Registrar
Job Description

The position of Main Office Administrative Assistant/Registrar encompasses a wide variety of tasks, assignments and goals that support the functioning of the school's main office. From event planning for Graduation to mass mailings of report cards, the job of a main office administrative assistant can change on a daily basis and requires that the person in this role be able to manage a number of tasks at once. As the Registrar's position has changed and evolved with new technologies, this position will also include database management and extensive work with the school's administrative software. Finally, as with all faculty and staff members at St. Louis University High the Main Office Administrative Assistant/Registrar will be asked to participate in the spiritual life of the school, including but not limited to faculty/staff retreats, liturgies and service work.

This is a fulltime, year round position that reports to the Principal of the school. This position begins on June 1, 2010, though there is an opportunity for training for this position prior to this date.

An ideal candidate will be a team player able to collaborate and multi-task. Candidates will also be asked to demonstrate strong computer skills; a knowledge and comfort-level with school administrative software or comparable database systems is preferred. Finally, candidates will have an understanding of the mission and identity of a Jesuit high school.

Interested candidates should submit a resume and a cover letter to Mrs. Jan Cotter at St. Louis University High School by Tuesday, April 5, 2010.