

LOURDES ACADEMY HIGH SCHOOL
110 N. Sawyer St., Oshkosh, WI 54902
Position Opening: Administrative Assistant

Reports to: High School Principal

FTE: .9 (Full-time, August – June)

Status: Non-Exempt

Start Date: August 3, 2026 (Training offered June, 2026)

Position Summary:

The incumbent will manage the school office, perform administrative assistance for the administration and is responsible for the supervision of the clerical activities of the campus. Oversee, coordinate, organize and perform the day to day administrative functions.

Responsibilities:

- Maintain order in the school office by answering phone calls, relating messages to the proper people; be available to help students, teachers, and parents.
- Serve as liaison between students, staff, parents, system personnel and the community.
- Serve as facilitator for the school in communicating information, problem solving, material acquisition, cash handling, record keeping and building usage.
- Work in collaboration with the Principal on student attendance.
- Help facilitate school safety drills and serve as a member of the school safety team.
- Communicate with HS families weekly with school updates and upcoming events via email.
- Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions.
- Influence student behaviors through respectful, individualized, and growth driven counsel promoting the student's self-responsibility and accountability.
- Influence parental response through respectful, professional customer service principles, professional ethics, Christian principles, and school guidelines as outlined in the school handbook.
- Handle sensitive communication issues with public, parents, and others.
- Support the atmosphere that unites the team and is goal centered.
- Maintain and update all school files according to Diocesan and state guidelines.
- Maintain student files: Record health data, attendance information and other information as requested.
- Keeps current with Green Bay Diocesan and Lourdes Academy's security including policies and procedures.
- Administer medication to all students following proper procedure.
- Administer First Aid as needed on a regular basis.
- Notify parents of a sick child and monitor them while waiting for the pick-up of the child.
- Assist with substitute coordination

This list of responsibilities is not intended to be all-inclusive and may be adapted as deemed necessary.

Qualifications:

- Minimum of a two-year technical degree in office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
- Ability to represent the school in a positive manner to those who call, write, or visit.
- Ability to set priorities and organize work effectively and efficiently including developing and maintaining effective records-keeping systems.
- Excellent organizational skills and ability to perform multiple tasks and prioritized based on level of urgency and importance.
- Good working knowledge of Microsoft Office Suite, especially Word and Excel, and Google functions (email, calendars, Docs, Sheets, Drive).
- Strong interpersonal skills to facilitate effective relationships with faculty, staff, management, committees and stakeholders.
- Demonstrated ability to maintain a high degree of confidentiality, both internally and externally is a must.
- Requires effective oral communication and writing skill.
- Ability and willingness to work non-standard hours, as needed.
- Ability and willingness to work effectively with others to promote teamwork and the values of Lourdes Academy.
- Commitment to the highest standards of customer service, for both internal and external stakeholders.
- A commitment to Lourdes Academy's mission, L.A.W., and its Catholic values are a must.

The information presented indicates the general nature and level of work expected of employees in this position. It is not designate to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of an employee in this position.

The incumbent is able to support, affirm, and uphold, by word and example, the teaching of the Catholic Church.

All positions are contingent upon the successful completion of diocesan background check and VIRTUS Safe Environment Awareness training.

Candidates can apply through [WECAN](#) or submit letter of interest and resume to:

Lois Reischl
Lourdes Academy
250 N. Sawyer St.
Oshkosh, WI 54902
E-mail: lreischl@lourdes.today