

Unity Catholic High School

Job Title:

Full-Time Administrative Assistant

Job Summary:

The role of administrative assistant is a vital role supporting the daily operations of the school office and is the first point of contact for students, families, staff, and visitors. The ideal candidate is welcoming, highly organized, and capable of balancing a wide variety of administrative responsibilities in a fast-paced environment. A commitment to the values and mission of Catholic education is essential.

Qualifications:

- Fully share the Catholic mission and vision of Unity Catholic High School
- Demonstrate joy in working with students in a faith-filled Catholic environment
- Hold a B.A. in Business Administration, Marketing, Communications, or other related field
- Have a strong work ethic and a commitment to the success of our school
- Prior experience in an administrative or school setting is strongly preferred
- Excellent written and verbal communication skills
- Proficient in Google Workspace, Microsoft Office Suite, Canva, Flocknote, and Student Information Systems (TADS)
- Ability to multitask and manage time efficiently
- Ability to handle multiple priorities with strategic focus

Job Responsibilities:

- Serve as the primary point of contact for the school office: manage daily attendance, greet visitors, and other front office duties
- Assume the responsibilities of the Safe Environment Coordinator
- Maintain accurate student records including attendance, health records, emergency contact information, and transportation.
- Provide administrative support to the principal and staff, including scheduling appointments, managing school calendars, and preparing correspondence or reports.
- Assist in the coordination of school events, field trips, and volunteer opportunities.
- Maintain confidentiality in handling sensitive student and school information
- Support admissions efforts by evaluating and redesigning marketing collateral and advertising strategies
- Maintain and update our database of donors

Send cover letter and resume to Kerry Williams at kwilliams@unitycatholicmn.org