

**Job Posting for the 2017-18 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 fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

Mission: *Distinguished by Catholic values, Andrean High School offers a college preparatory education in a diverse community. We prepare students for a life-long commitment to faith, learning, leadership, and service in an ever-changing society.*

Position Opening: Main Office Administrative Assistant – Full time

Contact: Hether Lytton, Associate Principal

Email: hlytton@andreanhs.com

Phone: 219-887-5959 ext. 225

Process: Application materials should include the following, and be sent to:

Andrean High School, c/o Michelle Aerts, 5959 Broadway, Merrillville, IN 46410

- Cover letter
- 3 Professional References
- Resume

Qualifications: High School Diploma, supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, preferably a High School setting. Associates Degree preferred, but not required.

Application Deadline: **Applications will be accepted until February 12, 2018. Candidates will be contacted for interview on or before the close of the application timeframe.**

Position Overview:

The Main Office Administrative Assistant advances the mission of the school through administrative and clerical support necessary to the operation of Andrean High School. This position reports directly to, and is supervised and evaluated by the Associate Principal/Principal.

A Successful Candidate:

1. Performs a wide variety of clerical and administrative duties.
2. Requires knowledge of technology in the areas of office software, electronic communications, database systems, word processing, spreadsheets, and office equipment operations; i.e., phones, fax, and copier.
3. Supports the Associate Principal with administrative responsibilities, including but not limited to, the preparation and submission of State, Diocesan reports.
4. Maintains the personnel files and ensures the completion of necessary forms for compliance with Diocesan and State policies for faculty.
5. Supports various Administrative Departments in planning, preparation for, and execution of school events.
6. Tracks and records Personal Time Off for faculty and staff, in collaboration with Finance personnel and Principal's office.
7. Will be Virtus trained and is subject to fingerprinting, drug testing and expanded background check per Diocesan policy.