

**ASSISTANT TO THE PRINCIPAL - DE SMET JESUIT HIGH SCHOOL**

De Smet Jesuit High School invites applications for the position of Assistant to the Principal. This position will be responsible for managing the daily operations of the Principal’s Office, including providing administrative, clerical, logistic, data collection, records maintenance, and strategic support to the Principal, as well as front desk support and back-up. Qualified candidates will have at least three years’ high level clerical, coordinator, customer service, or executive support experience; proficiency in MS Office; and be able to demonstrate strong written and verbal communication skills.

**For more information and to apply, visit** [**https://www.desmet.org/about/careers**](https://www.desmet.org/about/careers)**.**

Equal Opportunity Employer M/F/D/V, Committed to Diversity and Inclusion