



Jesuit High School is now accepting applications for:

## **Counseling Administrative Assistant**

**Our Mission Statement:** Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving, and just.

**Job Outline:** Jesuit High School is seeking a candidate for a 10-month, full time administrative assistant for the counseling department. This position is a member of the counseling department and works closely under the direct supervision of the department head. The Counseling Administrative Assistant's core responsibility is to manage the administrative and clerical needs of the office with a high level of professionalism and confidentiality. Other responsibilities are listed below.

**Start Date:** January 3, 2023 or earlier if available

### **Primary Responsibilities:**

- Provide clerical and organizational support to the Counseling Department by directing communications between colleagues and students, parents, etc., organizing schedules and events, bookkeeping, and maintaining office supplies.
- Maintain databases related to students' academic, collegiate, and personal needs.
- Coordinate college visits, the flow of information for college applications, and parent/student appointments.
- Carry out various administrative duties such as filing, typing, copying, printing, scanning, etc.
- Handle sensitive information in a confidential manner.
- Other duties as assigned.

### **Preferred Qualifications:**

- Bachelor's Degree
- Minimum 3 years of relevant experience

**To Apply:** In order to be considered for this position, you must apply online at [Jesuit High School Counseling Administrative Assistant](https://www.jesuit-tampa.org/employment) Direct any questions you may have to [employment@jesuittampa.org](mailto:employment@jesuittampa.org).

*Founded in 1899, Jesuit High School is a private, Catholic school for boys, grades 9-12.*