



Jesuit High School is now accepting applications for:

School Secretary

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 is seeking a candidate for a 10-month, full-time school secretary. The primary duties of the secretary are to provide clerical and administrative support to the Assistant Principal of Discipline.

Requirements:

- Possess excellent clerical and administrative abilities.
- Highly organized with proven record-keeping skills.
- Handle confidential information with the utmost discretion.
- Proficient in Microsoft Office Products.
- Maintain a professional appearance.
- The preferred candidate will have a Bachelor's degree.
- Successful completion of Level II Background Screening.

Date Needed: August 1, 2024

To Apply: <https://jesuittampa.applicantstack.com/x/apply/a287q283qs99/aa0>

Direct Questions: employment@jesuittampa.org

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