

**SPECIAL ASSISTANT TO THE PRESIDENT AND PRINCIPAL**

**DE SMET JESUIT HIGH SCHOOL**

De Smet Jesuit High School invites applications for the position of Special Assistant to the President and Principal. This position is responsible for overseeing daily operations of the President and Principal’s offices and collaborating with the marketing team to manage communications and brand utilization for those offices, including creating newsletters, written and presentation materials, social media, and events. The Special Assistant will also provide administrative, clerical, logistic, data collection, records maintenance, and strategic support. In addition, this position will serve as liaison with the Board of Trustees**,** implementing Board engagement strategies through communications and logistics.

Qualified candidates will have at least five years’ experience in executive level support or communications, proficiency in Microsoft Office 365 Suite and familiarity with other relevant software (Raiser’s Edge, Blackbaud). Candidates must be able to demonstrate exceptional organizational and time management skills, strong written and verbal skills, and present a polished professional image. Candidates with a college degree and experience in an academic environment will be preferred.

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

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