

Bishop McHugh Regional Catholic School is seeking a dedicated Administrative Assistant to serve as the first point of contact for our school community. This individual will reflect the school's vision, culture, and Catholic identity while providing professional and welcoming support at the front desk.

Responsibilities:

- Greet and welcome visitors and ensure building security.
- Answer, screen, and direct phone calls; provide accurate information in person, by phone, and email.
- Maintain attendance, student records, and school information systems.
- Assist with various steps of the student admissions process, including scheduling tours, preparing materials, and supporting communication with prospective families.
- Support school staff with office tasks including mailings, supplies, filing, and communication.
- Assist with student supervision during lunch and recess.
- Provide support to the school nurse when needed, including following medical protocols.
- Coordinate student transportation with local school districts.
- Uphold confidentiality and demonstrate professionalism in all situations.
- Perform additional duties as assigned by the Principal.

Qualifications

- High school diploma required.
- Prior experience in a school or administrative office is preferred.
- Strong organizational and multitasking skills.
- Proficiency with Microsoft Office, Google Workspace and standard office equipment.
- Working knowledge of Student Information Systems (SIS).
- Excellent communication and customer service skills.
- Knowledge of the basic teachings of the Catholic Church and commitment to Catholic education.

Position Details:

- Full-time, 12-month position reporting to the Principal.
- Competitive salary range of \$34,000–\$40,000 per year, based on experience.
- Benefits available through the Diocese of Camden

To Apply Interested, qualified candidates should send a cover letter, resume, and references to Alicia Farren, principal@bishopmchugh.com.