

**Administrative Assistant – Guidance Dept  
Lehman Catholic High School**



**POSITION SUMMARY**

The Administrative Assistant to the Guidance Department provides administrative support for the day-to-day operations of the Guidance Office. This role works closely with students, the Guidance Counselor, and the Mental Health Counselor helping to provide academic, personal, and career advice to students. This role reports to the Principal.

**SKILLS AND QUALIFICATIONS**

- Authentic excitement about the mission of Lehman Catholic and the value of Catholic schools in evangelizing students and families to the Catholic Christian faith.
- Demonstrates a desire to innovate, including a willingness to forge new paths and test possibilities.
- Ability to cultivate and work in a positive team environment.
- Seeks out current and emerging technologies that enhance effectiveness of their role.
- Ability to build and maintain great rapport with families, faculty, staff, boosters, coaches, and stakeholders.
- Proficient in Excel and Word including mail merging, excel formulas, etc. Knowledge of Progress Book DASL helpful.
- Bachelor degree and/or previous clerical experience preferred.

**RESPONSIBILITIES**

- Maintain and file student records, generating student data reports and analysis
- Manage department mailings
- Process grade cards
- Organize College Credit Plus information, scholarships and weekly ineligibility list
- Assist with the organization of standardized testing materials and schedules
- Assist with annual events (ex: Grade Card Conferences, Senior Awards Ceremony)
- Work with other administrative assistants to manage day-to-day workflow
- Respond to emails from students, parents and fellow employees
- Schedule college/university visits to Lehman Catholic High School

**SALARY/BENEFITS:** Based on education and experience.

To Apply contact Principal Veronica Gaier at [v.gaier@lehmancatholic.com](mailto:v.gaier@lehmancatholic.com) or call at 937-498-1161.