

Position Opening: Administrative Assistant to the Principal

Bishop McVinney Regional School

The Administrative Assistant works closely with the principal on daily responsibilities, including fielding telephone calls, responding to general emails, responding to inquiries from parents of prospective students, receiving and directing visitors, word processing, scheduling, and maintaining student records. Additional responsibilities include assisting with registering new and returning students, helping parents with online applications, reminding parents to apply for financial aid, and supporting tuition collection.

Qualifications: A cheerful disposition and customer service focus, a welcoming attitude, an ability to work supportively with an administrative team and classroom teachers, strong organizational skills, attention to detail, pride in ones work, proficiency in Excel, Word, various website applications, math skills, and communication skills.

This is a part-time hourly position, 27.5 hours per week, 49 weeks of the year.

Hours: 7:30 to 1:30 with ½ hour lunch.

To apply, go to catholicschools.org and complete the staff application under the employment tab. Applications may be submitted by email to lhebertbmv@gmail.com or by postal mail, attention:

Mr. Louis Hebert

Principal

Bishop McVinney Regional School

155 Gordon Avenue

Providence, RI 02905