



POSITION TITLE:	<i>Office Coordinator</i>
LOCATION:	<i>Holy Cross School 631 S State St Dover, Delaware 19901</i>
SUPERVISOR:	<i>Holy Cross School Principal</i>

JOB SUMMARY

The Administrative Assistant will provide clerical and administrative support to ensure the efficient operation of the school office.

KEY RESPONSIBILITIES include but are not limited to

- Manage daily office operations, including phone calls, emails, and correspondence.
- Maintain student records and assist with enrollment processes.
- Support the Principal and staff with scheduling and event planning.

QUALIFICATIONS

- High school diploma (associate's degree preferred).
- Proficient in office software and strong organizational skills.
- Strong communication and interpersonal skills; ability to work effectively with faculty, staff, students, parents, and the community.
- Commitment to the mission of the school and the Catholic faith; a positive attitude and enthusiasm for supporting student learning.

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