Father Marquette Elementary School Secretary Position

Father Marquette Catholic School is seeking an organized and enthusiastic person dedicated to the mission of Catholic education to fill the position of elementary school secretary. Duties include managing the school’s main office, greeting and interacting with school families and community members in a friendly and positive manner, working cooperatively with teachers and school staff, creating the school’s newsletter, collecting and documenting bank deposits, and assisting students with minor health-related issues.

The secretary is expected to act professionally at all times, and maintain confidentiality in all matters and situations involving school personnel.

This is a school year position (mid-August through mid-June).

The hours are 7:30am – 3:00pm.

Starting date in 2017 will be August 15

**Requirements:**

Integrity, ability to handle confidential information, willingness to learn, ability to function on a team, excellent written and oral communication skills, high degree of accuracy and attention to detail.  Must be proficient with MS Word, Excel, and Google document sharing.

**Application Materials Requested:**

1. Letter of interest

2. Resume

3. Completed application for the Diocese of Marquette <http://dioceseofmarquette.org/UserFiles/File/PolicyManuals/DiocesanPolicies/Administrative/PMA-081.pdf>

**Please send completed application to:** [mscamperle@fathermarquette.org](mailto:mscamperle@fathermarquette.org)

Mail:

Mrs. Mary Jo Scamperle

Principal – FMCS

414 W. College Ave

Marquette, MI  49855

Applications received until June 16, 2017