

Job Posting: School Office Assistant

Chesterton Academy of the St. Croix Valley
Stillwater, MN
Part-time position



CHESTERTON ACADEMY
OF THE SAINT CROIX VALLEY

Description:

The Office Assistant at Chesterton Academy of the St. Croix Valley reports to the Office Director works with the Office Director and Head of School to complete daily operations of the school. As one of the first points of contact in the school, the Office Assistant must be a flexible and organized individual.

The mission of Chesterton Academy is to help parents raise up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. All employees of the school work in concert to support that mission.

Qualifications:

- Two years of office experience in a school, Catholic parish, or similar environment is preferred.
- Our ideal candidate is someone who is faithful, flexible, detail-oriented, cooperative, and joyful.

Responsibilities:

The following are a general description of areas in which this individual will work: daily school operations, admissions and enrollment, fundraising efforts, calendar and scheduling, event planning, data entry, school supply and classroom set-up needs. Other tasks and special projects will be assigned by the Office Director (and occasionally the Head of School) as needed.

Details:

Part time, afternoons. There may be some flexibility on time of day if requested. Additional hours outside of normal business hours for school events occasionally needed.

Daily Mass or a Rosary is offered at 11:05am daily for the whole school.

Rate of Pay: \$18-\$20 hourly. Depending on experience.

Application Instructions:

Email your resume and a cover letter to Claire Kennedy at ckennedy@chestertonscv.org.

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