

Substitute Administrative Assistant

St. John's Jesuit High School & Academy is currently accepting resumes for Substitute Administrative Assistants. We are seeking resumes for applicants that are interested in both short-term (several days to several weeks) and on an as-needed basis. This position plays an important role in fostering a welcoming and supportive environment for students, families, and colleagues in alignment with our Jesuit mission of educating young men for lives of faith, leadership, and service.

Responsibilities include, but are not limited to:

- Providing a caring and attentive presence for students, including assisting with lost items
- Supporting daily office operations and administrative functions
- Handling parent and student communication with professionalism and compassion
- Assisting with general office support as directed

Qualifications:

- Demonstrated kindness, patience, and sensitivity to the needs of children and young adults
- Strong communication and organizational skills
- Ability to represent the values and mission of St. John's Jesuit High School & Academy in all interactions

At St. John's Jesuit, we seek individuals who embody our commitment to cura personalis—care for the whole person—by ensuring that each student feels supported and valued. Substitute pay for administrative assistants is \$15 per hour. Interested applicants please submit resume and cover letter to Katie Sliwinski-Mundrick at HumanResources@sjtitans.org.