



St. Charles

PREPARATORY SCHOOL

— BUILDING BETTER MEN —

Main Office Administrative Assistant

Position Summary:

The Main Office at St. Charles Preparatory School is seeking a versatile, flexible, detail-oriented, project-driven professional to assist in the daily business and interactions.

This person should possess excellent communication, computer, organizational and time-management skills. The ability to serve others, adapt to changing needs, and work well with a team while prioritizing tasks is essential.

All duties and standards within this job description will be performed according to the established policies, procedures, and guidelines outlined in the school policy and procedures manuals.

This is a part-time role (non-benefit eligible) from the hours of 9 a.m.-1 p.m. on school days. Performed within the Main Office on the Campus of St. Charles reporting to the Director of Finance.

Primary Role and Responsibilities:

- Answer phone calls in a helpful manner.
- Provide direction and assistance to school visitors.
- Input attendance information into Powerschool, as needed.
- Perform clerical duties to support the school operations.

Qualifications:

- Superb communication skills.
- Spanish preferred.
- Familiar with Microsoft Office suite.
- Handle office equipment such as phone systems, mailing equipment, and copiers/scanners.
- Ability to complete work on teams, independently, and through productive collaboration with vendors.

Benefits:

- Earned PTO
- Paid Holidays

About St. Charles:

St. Charles Preparatory School is an all-boys Catholic high school located in Bexley, Ohio, an interior suburb on the near east side of the city of Columbus. St. Charles was founded in 1923 by Bishop James J. Hartley with the express directive, our Founding Promise, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means. Originally established as a department of the St. Charles Borromeo Seminary College, the preparatory school maintained its mission as a college preparatory institution even after the college department closed in 1969. Over the course of a century, St. Charles has established itself as a distinctive leader in Catholic education, earning regional, statewide, and national recognitions for the quality of its education and the performance and contributions of its students, alumni, staff, and faculty.

Our Mission:

St. Charles is an all-boys college preparatory high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character, and hard work in an environment that values diversity, accountability, and excellence and that creates an enduring tradition of brotherhood.

Our Vision:

St. Charles Preparatory School will be nationally recognized as a premier pre-collegiate educational experience, developing young men for lives of contribution, service, and leadership—consistent with the teachings of Jesus Christ in the Catholic tradition—by providing access for students of all backgrounds to the region’s best educators, curricula, programs, and facilities.

Our Founding Promise:

St. Charles Preparatory School remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means.

*St. Charles is an equal opportunity employer.

Please send resume to:

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