



Date Posted: July 17, 2018

Title of OPEN Position: Administrative Assistant

Type of Employment: Full-Time

Salary: Commensurate upon experience/education

Employer Name: St. Mary's High School

Employer Contact Name and Title: Mr. Keith Junik, Dean of Academic Affairs

Employer Address: 142 Laverack Ave. Lancaster, NY 14086

Employer Website: smhlancers.org

Job Description: Candidates must be able to assist the Guidance Department with all the daily and yearly tasks required of a high school guidance office. All duties and responsibilities associated with an employee of St. Mary's High School are expected.

Degree Requirements: Associate's degree preferred; Bachelor's degree preferred

Qualifications/Skills: Organized; able to work well on a team; able to follow direction

Experience Required: Experience working in a school/office environment is preferred

EOE

How to Apply:

By MAIL: Mr. Keith Junik, Dean of Academic Affairs – 142 Laverack Ave.
Lancaster, NY 14086

E-Mail: kjunik@smhlancers.org

Fax Number: (716) 683-4996

Please include: Résumé, letter of intent, references, [employment application](#) and [teacher application supplement](#) (if applicable) NO LATER THAN 07/30/18.