



**Date Posted:**

May 30, 2018

**Title of OPEN Position:**

School Secretary

**Type of Employment:** Part-time/ Full time

**Salary:** Commensurate upon experience

**Employer Name:** St. Peter RC School

**Employer Contact Name and Title:** Maureen Ingham, Principal

**Employer Address:** 140 North Sixth Street  
Lewiston, NY 14092

**Employer Website:** [www.stpeterrc.org](http://www.stpeterrc.org)

**Job Description:** Job is currently part-time three days per week and can quickly move to five days for the right candidate. Applicant must be fluent in all Office programs, be familiar with financial operations of a small office, and be willing to work as a part of a dynamic and busy elementary school office. Positive interpersonal skills are a must and a general willingness to learn and work as a team player are required.

**Degree Requirements:** No formal degree is required, but experience working in a school office is a plus.

**Qualifications/Skills:** Fluent on all computer office programs and willingness to work as a part of a cohesive and positive, child-friendly team. Willingness to learn and adapt to the school environment.

**Experience Required:** Experience in a Catholic School environment, preferred but not required. Working in a general office with office skills a must.

**Other skills/requirements:** Must be willing to accept the teachings of the Catholic faith throughout all aspects of job performance. Must have critical and in-depth technology skills to assist in all aspects of the job.

**EOE**

**How to Apply:**

**By MAIL:** Maureen Ingham, Principal St. Peter RC School 140 N. 6<sup>th</sup> Street Lewiston, NY 14092

**E-Mail** [mingham@stpeterrc.org](mailto:mingham@stpeterrc.org)

**Fax Number:** 716-754 1047

Please include Resume as soon as possible. Starting date is within two weeks of June 1, 2018 or sooner.