



Gibault Catholic High School, located in Waterloo, IL, was founded in 1966 and has a rich history of educational innovation while offering a college-prep experience in a faith-filled environment. The mission of Gibault Catholic High School is to provide a Catholic educational community that celebrates the dignity and uniqueness of every person, cultivates lifelong learning and the pursuit of excellence, fosters faith, inspires commitment to justice and service, and works to develop a life-affirming relationship to the world.

We are excited to introduce a new phase as we embark on a journey of transformation and growth. We are thrilled to introduce our revamped office staff with the positions listed below. Our commitment to excellence in education remains unwavering and this restructuring of our staff positions reflects our dedication to providing a faith-filled, student centered learning environment.

Since the roles now look different, all office positions are being posted as follows:

- Principal
- Faith Formation Coordinator
- Educational Success Coordinator
- Admissions and Advancement Coordinator
- School Administrative Assistant
- Business Manager
- Part time Athletic Director



GIBAULT CATHOLIC HIGH SCHOOL

501 Columbia Avenue | Waterloo, IL 62298 | P 618.939.3883 | F 618.939.7215 | www.gibaulthawks.com

POSITION AVAILABLE:
SCHOOL ADMINISTRATIVE ASSISTANT

We are seeking a dedicated and organized individual to join our team as a High School Administrative Assistant. The successful candidate will play a vital role in supporting the administrative functions of the school, ensuring smooth operations and efficient communication among staff, students, parents, and visitors.

Responsibilities:

- Provide administrative support to the high school principal, faculty, and staff.
- Manage incoming calls, emails, and correspondence, and direct them to the appropriate personnel.
- Assist with maintaining student records in the student management system.
- Monitor attendance and notify principal when there is a concern
- Coordinate scheduling for meetings, appointments, and events
- House and maintain digital calendars
- Assist Athletic Director with schedules and communicate changes to necessary parties
- Greet visitors, students, and parents in a friendly and professional manner.
- Assist with organizing school events, such as parent-teacher conferences and open houses.
- Maintain office supplies inventory and place orders as needed.
- Assist with other administrative tasks and projects as assigned.

Qualifications:

- A deep commitment to Catholic education and the mission of Gibault Catholic High School.
- High school diploma or equivalent; associate's or bachelor's degree preferred.
- Proven experience in an administrative role, preferably in an educational setting.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to multitask and prioritize tasks effectively.
- Discretion and confidentiality in handling sensitive information.

To apply:

Send cover letter, resume and a list of references to Diocese of Belleville, Office of Education, 222 South Third Street, Belleville, Illinois 62220 or email officeofeducation@diobelle.org. Employment is contingent on successful completion of a background check.

Applications are due by April 30, 2024