

Receptionist

Notre Dame High School, Riverside

Work hours from 7:00 am -3:30 p.m. Monday through Friday

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Notre Dame High School's mission as a Catholic school ministry in the Diocese of San Bernardino is to prepare students for college in the finest Catholic tradition, grounded in faith, active in scholarship and engaged in community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answer main phone line, direct calls and take messages.
- Greet and direct families, students and guests.
- Distribute information, literature, and forms to families and guests.
- Collect forms and relevant items and distribute to appropriate office as needed.
- Maintain office supplies and equipment.
- Report technology and office equipment service needs to be scheduled for repair;
- Prepare mailings, make copies, collate, file and perform other clerical duties as necessary.
- Participate on freshman registration, orientation days, and graduation events.
- Provide support to teachers, counselors, and Administration as needed.
- Post daily activities on computer to project on TV display monitor.
- Assist with student records.
- Assist faculty with Renweb issues that pertain to Student Services; report problems to Renweb; assist families with Renweb.
- Facilitate hospitality at faculty and registration functions.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School diploma and education or experience equivalent to an Associate Arts Degree.
- Demonstrated skill in establishing and maintaining collegial and effective working relationships.
- Excellent written and verbal skills. Demonstrated ability and skill in writing concise, logical, grammatically correct correspondence.
- Ability to maintain confidentiality in all matters.
- Proficiency in using personal computer, applications including spread sheets, word processing, presentation and data base.
- Strong sense of ministry and knowledge of Christian/Catholic teachings.
- Work experience in secondary education environment and working knowledge of Catholic school and Diocesan policies, preferred.
- Must be available to work overtime, evening and weekend hours as required. Work hours vary during holidays and school vacations.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Matt Luttringer, Principal

Email: mluttringer@ndhsriverside.org or fax to: (951) 781-9020

The Diocese of San Bernardino is an Equal Opportunity Employer.