



MCDONELL AREA CATHOLIC SCHOOLS
Est. 1882

1316 BEL AIR BLVD., CHIPPEWA FALLS, WI 54729 • TEL 715.723.0538 • FAX 715.723.1501 • WWW.MACSK12.WI.US

Position: High School Administrative Assistant

Start Date: Immediately

Location: McDonell Central Catholic High School

Schedule: Monday-Friday 7:30 a.m.-4:00 p.m during the school year; One day a week during summer

Description: The Administrative Assistant for McDonell Central Catholic High School is responsible for assisting the building principal with day-to-day operations. The administrative assistant is responsible for perform a wide variety of clerical and secretarial duties to organize, coordinate, and schedule school office activities; assist the Principal in routine administrative tasks; perform public relations and coordinate communications between administrators, site personnel, parents, students, and the general public.

Qualifications:

- Associate's degree or equivalent work experience as; Administrative Assistant, Business Management, or a related field
- Customer service or administrative support experience preferred
- Evidence of interpersonal, telephone, written communication, and organizational skills
- Proficient computer skills using Microsoft word, excel & student information systems.
- Understands and supports the shared educational mission of the McDonell Area Catholic Schools (MACS).

We highly encourage candidates to explore the McDonell Area Catholic Schools (MACS) website, as well as the Chippewa Falls Chamber of Commerce website to become more familiar with our system and community.

Interested candidates must submit an application that addresses their qualifications, which can be found on our [Employment Opportunity Page](#). You may also submit your credentials to hr@macs.k12.wi.us