

Calvert Hall is currently seeking an Administrative Assistant for the Office of the Principal

Calvert Hall College High School, a Catholic and Lasallian college preparatory school, provides a diverse community of young men with a broad and balanced human and Christian education through excellent academic and extracurricular programs that promote leadership, achievement and service within the church and community.

We are seeking a highly skilled individual as the primary administrative support for the Office of the Principal. The Administrative Assistant position is responsible for the day-to-day operations of the Office of the Principal to include calendar management, coordinating weekly communications – both internal and external, reports, databases, event management, management of daily tasks, employee onboarding, employee compliance and special projects as requested.

The successful candidate must also possess outstanding communication and organizational skills as well as the ability to manage multiple priorities to meet deadlines.

This position requires a team-oriented professional who has demonstrated success in a fast-paced, deadline sensitive environment and is able to maintain a high-level of confidentiality and discretion.

Excellent computer skills including MS Office (Word, Excel, PowerPoint, and Outlook) are required. Experience with an email marketing system is a plus. Experience with Blackbaud or any education related database software is a plus.

This position is full time, year round.

Calvert Hall is an equal opportunity employer, and is constantly seeking excellent candidates to fill faculty and staff positions. In each position, we seek someone who has the ability to work on a team, who is open to professional growth, and will be committed to our school's Lasallian mission.

Deadline: Resumes for this position will be accepted until July 1, 2020 but interviews may begin as resumes are received.

Qualified candidates can submit their resume electronically to ***employment@calverthall.com*** (Word/PDF/RTF format preferred). Resumes can also be mailed to:

Chuck Stembler, Principal

Attn: Employment
8102 La Salle Road
Baltimore, MD 21286