



BISHOP DWENGER HIGH SCHOOL

Administrative Assistant – Admissions & Awards Coordinator

Bishop Dwenger High School is seeking a highly organized, detail-oriented, and mission-driven professional to support school administration while coordinating student admissions and academic recognition programs.

This part-time, year-round position provides administrative support to the Assistant Principal and Director of Operations and Strategic Advancement, assists with daily school operations, and serves as a welcoming point of contact for prospective students and families.

Key Responsibilities Include:

- Provide administrative and clerical support to school leadership.
- Coordinate the student admissions process, including inquiries, applications, admissions records, communications, and placement testing.
- Maintain accurate admissions and student records and assist with enrollment reports.
- Coordinate academic recognition programs, including the Undergraduate Awards Ceremony, Senior Honors Luncheon, and graduation.
- Maintain academic award records and coordinate certificates, awards, programs, presentations, and graduation materials.
- Communicate professionally with students, families, faculty, staff, and community partners.
- Provide backup support for front office operations and assist with school events and special projects.

Qualifications: High school diploma required; associate or bachelor's degree preferred. Strong organizational, communication, technology, and customer-service skills are essential. Previous administrative, admissions, education, or customer-service experience is preferred. Candidates should demonstrate discretion, professionalism, attention to detail, and support for the mission and Catholic identity of Bishop Dwenger High School.

Schedule: Approximately 29 hours/week during the school year and 8–12 hours/week during summer, with additional hours during peak admissions and event periods.

Start Date: January 4, 2027, with flexible paid training sessions in December 2026.

Questions: Amy Johns, Assistant Principal | 260-496-4710 | ajohns@bishopdwenger.com

Apply At: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=638007190>