

Applications are being accepted for Registrar/Administrative Assistant at Bishop McGuinness Catholic High School

Position	Registrar/Administrative Assistant
Position to Begin	Immediately
Terms:	Full-time- Hourly
Salary:	Based on experience/ Hourly
Qualifications:	Must be very comfortable with Windows and Mac based computers, Microsoft Word and Excel. Experience with Blackbaud and FACTS/ RenWeb preferred
Application:	Click here to download an application which can be filled out on line and then submitted
Application & Resume sent to:	Tracy A. Shaw, Principal Bishop McGuinness Catholic High School 1725 NC Hwy. 66 S. Kernersville, NC 27284 336.564.1055 336.564.1060 (fax) tshaw@bmhs.us
Additional Information	Duties include the maintenance of student records, take care of transcript requests, maintain schedules, and prepare documents. Work closely with Counselors and Administration. More Information about the school visit www.bmhs.us