

**OUR LADY OF THE ASSUMPTION
SEEKS APPLICANTS FOR SECRETARY**

POSITION	Secretary
POSITION TO BEGIN	Immediate
TERMS	Hourly Position – 12 months
SALARY	Hourly Rate – Based on Experience
QUALIFICATIONS	Office Experience Preferred Positive Personality Willing to Learn Be Flexible Bilingual Preferred
APPLICATION	Click here to download an application, which is in PDF Fillable format, and you must include it with your resume.
ADDITIONAL INFORMATION	If you have any questions, feel free to reach out to KMSpado@olaschool.net or TSKulp@olaschool.net
APPLICATION & RESUME SENT TO:	Tyler Kulp tskulp@olaschool.net 4225 Shamrock Dr Charlotte NC 28215

The Mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to provide a religious and academic program that allows each student to develop spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting citizen.