



HIGH SCHOOL FRONT OFFICE STAFF

Ozark Catholic Academy

Details

Posted: March 4, 2024

Location: Tontitown, Arkansas

Type: Full Time (Part Time will be considered)

Required Education: High School equivalent

Reports To: Principal

Pay Range: Salary commensurate with experience plus Benefits

Job Summary

Ozark Catholic Academy is an independent Classical Catholic co-ed school founded in 2018 serving grades 9-12. With its current enrollment of 115 students, Ozark Catholic serves a diverse set of students coming from a 3-county radius, in beautiful Northwest Arkansas, one of the nation's fastest growing areas. More information about the school can be found at www.ozarkcatholic.org and about Northwest Arkansas www.arkansas.com/regions/northwest.

We are seeking a passionate and dedicated Front Office Staff person to start July 1, 2024. The ideal candidate will have experience in school setting, data-entry skills, and a commitment to supporting a classical Catholic education. As the Front Office Staff person, your main roles will include daily attendance, first point of contact for phone and walk-up visitors, and the primary contact for students needing assistance during the day.

Interested candidates should apply, with a resume, directly to Robbie Estes, Ozark Catholic Interim President at Robbie.estes@ozarkcatholic.org.

Ozark Catholic Academy is an equal opportunity employer and complies with all federal, state, and local laws, which prohibit discrimination in employment.