



## Welcome Center Coordinator

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a Welcome Center Coordinator. The chosen candidate will be hired to begin employment at Cathedral during the second semester of the 2020-2021 school year. Please submit all applications with a cover letter and resume to Beth Ernst, Human Resource Generalist at [careers@gocathedral.com](mailto:careers@gocathedral.com).

Applications are being reviewed now.

**JOB SUMMARY:** This position is responsible for providing a safe, hospitable and welcoming environment for visitors. This position is responsible for providing administrative support as needed and other duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Create a hospitable, welcoming, safe and secure environment for students and guests as they arrive at the Welcome Center.

Ensure the Welcome Center area maintains a professional appearance.

Maintain office/school security by following safety procedures and controlling access by utilizing the School Check-in system and ongoing communication with School Resource Officer.

Assists with special projects including clerical support, mailing preparations, etc.

### EDUCATION and/or EXPERIENCE:

- Associate's Degree and/or equivalent combination of education and experience.
- Computer skills are necessary along with a willingness to learn new programs.