



Our Mission

We are a Catholic high school in the Holy Cross Tradition. We celebrate our diversity, value each person and welcome one another with the hospitality of Christ. As a family of learners, anchored in gospel values, we empower each other to grow spiritually, develop intellectually and reach out in service to others. Within an innovative and orderly learning environment, we are committed to challenging each student in both heart and mind to be a compassionate individual, a lifelong learner, and a responsible steward of God's creation.

Position: Administrative Assistant – Athletic Office

Position Summary: Archbishop Hoban High School is seeking an exceptionally motivated, organized, and team oriented individual to fill the role of administrative assistant in our athletic office. The assistant will provide administrative support to our athletic director, assistant director, coaching staff, and act as a liaison with students and parents. This is part-time position, and some nights and weekends may be required.

Position Responsibilities:

- First point of contact in the athletic office. Answer incoming calls and general athletic related questions.
- Support the athletic office as necessary with administrative duties and projects including mailings, mail merges, printing of letters and envelopes, photocopies, list generation, etc.
- Coordinate ordering and tracking of awards with coaching staff.
- Assist the athletic director with OHSAA athletic-academic eligibility forms and maintain eligibility lists.
- Assist the coaching staff with coordinating road trips including, transportation, hotel reservations, meals, etc.
- Provide support to the athletic director and coaching staff during tournaments.
- Assist the medical staff with medical clearance forms for the athletes.
- Assist the athletic director to keep current up to date information on the website.
- Assist the coaching staff with allocation of uniforms and equipment before the season, and the inventory of same at the conclusion of each season.
- Order academic awards and varsity letters.
- Assist with events such as the athletic awards dinner, senior night, and the annual car raffle sale.
- Complete time sensitive documentation and maintain confidential information.
- Perform other duties as needed.

Qualifications:

- High School or equivalent required and strong administrative experience preferred.
- Skilled in using Microsoft Office software and ability to learn additional databases.
- Ability to prioritize, plan, organize, remain flexible, and manage details in a fast-paced environment while exercising sound judgment and excellent problem-solving skills.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and Federal Bureau of investigation. Have attended or willing to attend a VIRTUS Protecting God's Children training.

We invite qualified candidates to consider becoming part of our community by completing an online application at www.hoban.org and to include a cover letter. Posting will remain open until May 20, 2022.