



MATER DEI HIGH SCHOOL
1300 Harmony Way | Evansville, IN 47720

Enter to Learn. Go Forth to Serve.

Administrative Assistant

Job Posting

Job Title:	Administrative Assistant (Full Time)
Location:	Mater Dei High School
Reports To:	Principal of Mater Dei
FLSA Status:	Non-Exempt/Hourly
Last Revised:	January 2026

Mater Dei High School is committed to being a school of choice for all families. A Catholic co-educational community in the Diocese of Evansville, Mater Dei strives to create a caring and disciplined educational environment rooted in Gospel values and inspired by the example of Mary. We recognize the unique needs of each individual and empower students to meet the challenges of a rapidly changing and morally complex world with faith, hope, and love.

Mater Dei is built on the cornerstones of spiritual growth, academic excellence, service to others, and social development.

Summary:

The Administrative Assistant supports the daily operations of the school by providing comprehensive administrative, attendance, enrollment, state reporting, and front-line communication support. This position serves as a central point of contact for students, families, faculty, administrators, and incoming callers, answering and directing phone inquiries with professionalism and discretion. The role plays a vital part in ensuring accurate student records, effective communication, regulatory compliance, and a safe, well-organized school environment.

This is a full-time, school-year position aligned with the academic calendar. The role includes two additional weeks of service following the conclusion of the school year and resumes two weeks prior to the first day of classes for students.

Responsibilities:

Customer Service

- Answer and manage incoming phone calls, assist callers with questions or requests, and route calls to appropriate departments while maintaining a welcoming and professional tone
- Support Administration staff and Faculty as needed.

Attendance Management

- Log daily student attendance and enter data accurately into PowerSchool
- Update excused and unexcused absence records and maintain appropriate documentation
- Monitor attendance patterns and assist in identifying attendance concerns
- Prepare, generate, and send attendance letters and required communications to families

Student Records & Information Systems

- Maintain current enrollment logs and student sign-out logs
- Create, organize, and manage cumulative student files for incoming freshmen and new students
- Collect, verify, and update EVSC bus transportation information
- Ensure accuracy, consistency, and confidentiality of all student records

Enrollment & Choice Scholarship Administration

- Manage student enrollment & withdrawal processes, including student information systems entry, required documentation, and file setup
- Enter and update new student data in PowerSchool
- Collaborate with the Enrollment Manager to process, verify, and upload Choice Scholarship forms to the Indiana Department of Education (IDOE) within required timelines
- Track enrollment-related deadlines and ensure compliance with Choice Scholarship requirements
- Communicate with families regarding enrollment and Choice Scholarship documentation as needed

Staff Records Management

- Enter and maintain new staff information in PowerSchool as required
- Update staff records to support reporting and system accuracy

State, Diocesan & National Reporting

- Complete, verify, and submit all required state, diocesan, and national reports accurately and on time, including NCEA reporting
- Review state and diocesan reports for errors, exclusions, or conflicts and make corrections prior to submission deadlines, including NCEA reporting
- Confirm PowerSchool data accuracy for all reporting purposes and complete required sign-off procedures
- Maintain records, documentation, and audit-ready files related to all submitted reports
- Serve as a key liaison for reporting-related questions or data verification requests

Safety & Compliance

- Collaborate with the school safety specialist to schedule monthly fire drills
- Submit all required emergency drill and safety compliance reports to the diocesan schools office
- Support school-wide safety and compliance initiatives as assigned

Post-Graduation Reporting

- Collaborate with the school counselor to update GPA, diploma, and graduation data in ScholarTrack and PowerSchool at the end of the school year
- Ensure accuracy of graduation and post-graduation records for reporting and compliance purposes

Qualifications and Skills:

- Ability to create a welcoming, organized, and professional environment that reflects the mission and values of Mater Dei High School.
- High school diploma required; post-secondary education preferred
- Previous experience in a school office, student services, or administrative role preferred
- Proficiency with PowerSchool or similar student information systems strongly preferred
- Strong organizational skills and exceptional attention to detail
- Ability to manage multiple priorities, deadlines, and reporting requirements
- Effective written and verbal communication skills
- Ability to handle sensitive and confidential information with discretion and professionalism
- Collaborative, flexible, and student-centered approach to work

Required Skills:

- Safe Environment Training and Background Check required.
- Desire and ability to work and relate to young people in a Catholic high school setting.
- Able to be a good role model and example of Christian living to the young people of Mater Dei High School and its affiliated communities of youth on a daily basis.

To apply, please send a cover letter, resume, professional references to: jscheu@evdio.org