



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [Holy Trinity](#)

Contact Name: [Jenna Seng](#)

Contact Phone Number: [812-556-1061](#)

Contact Email: jseng@evdio.org

Date Posted: [4/25/2025](#)

Date Closed: [7/28/2025](#)

Job Type: [Non-Certified](#)

Employment Type: [Part-Time](#)

Title/Position: [Instructional Assistant](#)

Grade Level/Subject Area: [1st and 2nd grades](#)

Start Date: [7/28/2025](#)

Job Description/Responsibilities:

[Holy Trinity Catholic School is seeking a part-time Instructional Assistant to support 1st and 2nd grade students. The Instructional Assistant will be responsible for assisting the classroom teachers and supervising lunch and recess for 1st and 2nd grade students. Hours are 8:30am-2:45pm Monday-Friday while school is in session. Pay will be discussed with candidates during the interview process. Interested candidates should send a cover letter and resume to Jenna Seng at \[jseng@evdio.org\]\(mailto:jseng@evdio.org\).](#)

Qualifications:

[Interested candidates should be willing to work with students in 1st and 2nd grade in a faith-filled environment.](#)

Additional Instructions:

[Interested candidates should send a cover letter and resume to Jenna Seng at \[jseng@evdio.org\]\(mailto:jseng@evdio.org\).](#)

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at csso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>