



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
Phone: (812) 424-5536 • Fax: (812) 424-0973
Web Address: www.evdio.org

School Name: [St. Joseph Princeton](#)

Contact Name: [Kasey Spindler](#)

Contact Phone Number: [8123852228](#)

Contact Email: kspindler@evdio.org

Date Posted: [11/4/2024](#)

Date Closed: [12/4/2024](#)

Job Type: [Non-Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Secretary](#)

Grade Level/Subject Area:

Start Date: [11/18/2024](#)

Job Description/Responsibilities:

- [Greet and assist students, parents, visitors, and staff in a warm and professional manner](#)
- [Answer phone calls, manage emails, and handle other communication tasks](#)
- [Maintain accurate student records and files, including attendance and enrollment data](#)
- [Assist with scheduling, event planning, and communication for school activities](#)
- [Support teachers and staff with administrative tasks as needed](#)
- [Handle confidential information with discretion and integrity](#)
- [Order and manage school supplies and other resources](#)
- [Collaborate with school administration to ensure smooth daily operations](#)
- [Foster a positive and faith-centered environment](#)
- [Administer medication and follow all diocesan protocols](#)

Qualifications:

Additional Instructions:

[If you are interested in this position, please complete an application and submit a resume to kspindler@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>