



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](http://www.evdio.org)

**School Name:** [Westside Catholic](#)

**Contact Name:** [Jessica Zavala](#)

**Contact Phone Number:** [812-422-1014](#)

**Contact Email:** [jzavala@evdio.org](mailto:jzavala@evdio.org)

**Date Posted:** [10/1/2024](#)

**Date Closed:** [12/2/2024](#)

---

**Job Type:** [Non-Certified](#)

**Employment Type:** [Full-Time](#)

**Title/Position:** [Administrative Assistant](#)

**Grade Level/Subject Area:** [Westside Catholic St. Boniface Campus \(5th - 8th\)](#)

**Start Date:** [10/15/2024](#)

**Job Description/Responsibilities:**

[The Westside Catholic Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the school. The candidate must have strong communication, organizational, and planning skills. The Administrative Assistant must maintain confidentiality of sensitive and personal information, prepares and maintains a variety of records and reports related to assigned activities. The candidate must also be proficient in Google Documents, Word, and Excel and be able to learn and navigate the student information system.](#)

**Qualifications:** [Hold an Associate degree/High School graduate with experience in office administration or related position is preferred. Submit a cover letter, resume, and 3 references to Principal Jessica Zavala at \[jzavala@evdio.org\]\(mailto:jzavala@evdio.org\)](#)

**Additional Instructions:**

[Hold an Associate degree/High School graduate with experience in office administration or related position is preferred.](#)

[Submit a cover letter, resume, and 3 references to Principal Jessica Zavala at \[jzavala@evdio.org\]\(mailto:jzavala@evdio.org\)](#)

**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](mailto: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>