DE LA SALLE HIGH SCHOOL
CONCORD, CALIFORNIA

POSITION SEARCH
Beginning July 2022
Administrative Assistant to the
Vice President for Academic Life
Full-Time Position

De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school’s atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20-acre campus characterized by beauty and openness.

The school seeks to appoint a full-time administrative assistant who can help promote the school’s Lasallian Catholic mission of serving students by providing support to the Vice President for Academic Life, as well as acting as a liaison between administrators, faculty, staff, and parents. The Administrative Assistant

KEY CANDIDATE CHARACTERISTICS

- Maintains open and supportive relationship with Vice President for Academic Life.
- Attention to detail skills: primary duties involve keeping track of information in the form of school data, calendar, appointments, and meetings.
- Effectively manages time, can multi-task, and is well organized.
- Works collaboratively and cooperatively with faculty, staff, administration, and parents.
- Uses school-based technology well and embraces effective practices in the chosen field of administrative duties.
- Demonstrates strong communication skills, both written and verbal.
- Qualified applicants who are Catholic receive priority consideration.

Interested? Capable? Eager?
If so, please apply online [here](#).

Review of applicants will begin immediately and continue until the position is filled. Please visit the school website ([www.dlshs.org](http://www.dlshs.org)) for more information about De La Salle.

_De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one’s ability to perform the essential functions of one’s job or any other category protected by law._