



BUSINESS SUPPORT COORDINATOR

The Business Support Coordinator is an integral part of the Business and HR Teams. He/She will perform a variety of clerical, recordkeeping, and customer service tasks. This position requires a person who is reliable with good organizational and time management skills. A good candidate will be friendly with good communication skills as well as being resourceful and adept with technology. The ability to anticipate needs and complete important tasks with limited direction will be highly valued.

St. Thomas High School

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Business Support Coordinator for the 2021-2022 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Respond to general business office inquiries
- Triage requests through the online ticketing system
- Greet and assist visitors to St. Basil Hall suites
- Coordinate facilities agreements
- Prepare confidential data for reporting and analysis
- Handle business office tasks, such as completion of forms, booking meetings, filing, mailing, cash and deposit assistance, etc.
- Help students in issuing parking passes, printing accounts, permits to exam, etc.
- Order supplies for the Business Office and assist other departments with online purchases
- Facilitate scholarship reminders and disbursement paperwork
- Other job duties as assigned

MINIMUM QUALIFICATIONS

Education

Required: High School Degree or Equivalent

Preferred: Bachelor's degree

Experience

Required: 0 years experience

Preferred: 1 year of experience

Experience in a non-profit environment is a benefit, but not required.

Skills

Microsoft Suite

Excel skills extremely beneficial

Ability to learn and utilize different programs and technologies

Certification/Licenses/ Registration

Required: None

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. This is an hourly position from 7:30a-4:30p with an hour for lunch. Ability to work some nights and weekends to support school events will be required but are minimal.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers and select the position to apply.