



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

PART-TIME ADMINISTRATIVE SUPPORT SPECIALIST

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

Mercy High School is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of **Mercy Education**. Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously. Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: *Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.*

Mercy High School commits to a climate and culture that are deeply rooted in:

Academic Excellence | Collaboration | Diversity | Innovation | Integrity | Leadership | Respect | Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 500 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns of *Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.*

POSITION DESCRIPTION

Administrative Support Specialist

Mercy High School in Farmington Hills is seeking a dedicated and organized individual to join our Reception Area Team. Under the direct supervision of the Dean of Student Affairs, the Administrative Support Specialist will play a crucial role in ensuring the smooth operation of our school's administrative functions and providing excellent customer service to students, parents, staff, and visitors.

The ideal candidate will be a motivated self-starter, customer service oriented, and highly organized with a keen attention to detail. We are looking for someone who believes in Mercy High School’s mission and will demonstrate exceptional hospitality to the Mercy community.

JOB RESPONSIBILITIES

- Greet visitors and direct them to the appropriate personnel.
- Answer phone calls and respond to inquiries in a professional and courteous manner.
- Manage incoming and outgoing mail and deliveries.

- Maintain office supplies and ensure office equipment is in working order.
- Assist in organizing school events, meetings, and parent-teacher conferences.
- Collaborate with administration to support daily operations as needed.
- Uphold confidentiality in handling sensitive information.

KEY QUALIFICATIONS/REQUIREMENTS

- High school diploma or equivalent; additional education or training is a plus.
- Proven experience in a customer service or administrative role, preferably in an educational setting.
- Strong communication and interpersonal skills.
- Proficiency in Google Suite (Gmail, Calendar, Docs, Sheets, Slides, Drive).
- Ability to problem solve, multitask, prioritize tasks, and work efficiently in a fast-paced environment.
- Attention to detail.
- Commitment to understand and support school policies and procedures, specifically as they relate to safety and security.
- Strong interest in 9-12 education, and specifically for Mercy High School.

Applicants should visibly demonstrate a willingness to expand their knowledge and engage in professional growth opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest and resume for immediate consideration to Mary Vallone, Assistant to the Principal, at mvallone@mhsmi.org. Applications will be reviewed on a rolling basis, and this job posting will remain open until filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.

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