Samaritan College offers Catholic education in a community environment for Reception to Year 12 students. Incorporating three campuses, Samaritan College endeavours to educate the whole person in faith, wisdom and compassion.

EDUCATION SUPPORT OFFICER

Administration Officer - Front Office

1 Permanent position
minimum 35 hours per week
OR
the possibility of part-time job share

The successful applicant(s) need to have excellent presentation and communication skills and appropriate office administration knowledge and competencies.

Position Commences: ASAP
Enquiries: For role clarification contact Co-Principals’ Assistant: Karen McGinnis.

Applications close February 11, 2011

Forward to:
The Co- Principals
Samaritan College
PO Box 351
Whyalla SA 5600
Telephone (08) 8645 8568
Email info@samaritan.catholic.edu.au