



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:** [St. Benedict](#)

**Contact Name:** [Laurie Schopmeyer](#)

**Contact Phone Number:** [812-425-4596](#)

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

**Date Posted:** [5/10/2024](#)

**Date Closed:** [8/31/2024](#)

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

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

**Title/Position:** [Secretary](#)

**Grade Level/Subject Area:**

**Start Date:** [8/7/2024](#)

**Job Description/Responsibilities:**

[Greets students, parents, staff, and visitors entering the office and provides assistance. Answers the telephone and responds to inquiries; screens telephone calls; receives and distributes mail to staff; manages office supplies and office equipment; assists staff in using equipment.](#)

**Qualifications:**

[Associate degree/High School graduate](#)

**Additional Instructions:**

**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>