



FRONT OFFICE RECEPTIONIST (FULL TIME)

Overview

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to join its staff for the 2026-2027 school year and serve as the **RECEPTIONIST (Full Time)**. This position's primary responsibilities include having excellent communication and customer service skills, problem solve, maintain confidentiality, managing students' tardies, greeting all visitors professionally, multi-task and prioritize effectively.

Qualifications

- An understanding of the mission of SJA and the value of Catholic secondary education
- Bachelor's Degree preferred
- Proficient in using Microsoft Office and standard computer technology
- Ability to multi-task and prioritize projects and assigned duties effectively
- Answer phone calls, attend to teachers, parents, students and greet all visitors
- Must be highly organized, detail oriented and have the ability to work in a dynamic environment
- Must have strong written and oral communication skills both in English and Spanish
- Must be able to maintain the highest level of confidentiality
- Must have professional communication and customer service skills

Saint Joseph Academy offers competitive compensation and benefits package. The position will remain open until filled.

For more information or to apply, send your résumé, letter of interest, and references to:

Francis X. Curley, Interim Principal
Saint Joseph Academy
101 St. Joseph Dr.
Brownsville, TX 78520
(956) 542-3581
fcurlley@sja.us

Office Assistant

The **Front Office Receptionist** will

1. Welcome all who arrive at Saint Joseph Academy with a spirit of courteous hospitality indicative of Marist Charism.
2. Answering phone calls and directing inquiries to the appropriate staff members.
3. Directs visitors and provides authorized passes to visitors.
4. Providing assistance with special events and activities.
5. Assists, when necessary, in the sorting and distribution of incoming mail and maintains the faculty and staff mailboxes, along with putting postage on outgoing mail.
6. Receives packages, notifies departments of receipt, and distributes accordingly.
7. Handles student sign-in and sign-out records and administers medication to students as needed.
8. Data entry: Entering information into spreadsheets and databases
9. Providing general clerical support to teachers, staff and administrators.
10. Perform all duties delegated by Administration.