



## NativityMiguel Buffalo

*The NativityMiguel Middle School of Buffalo*

### **OFFICE ASSISTANT 2017-2018 School Year**

**Position:** The NativityMiguel Middle School is hiring a part-time office assistant at their St. Monica Campus for girls.

**When:** School days Mondays-Fridays 7:15 am to 9:15 am and Mondays/ Tuesdays/ Fridays from 1:00 pm to 4:30 pm.

**Compensation:** \$10/hour

**Description:** As a part-time office assistant, job duties include answering the phone, welcoming guests at the door, assisting the faculty and staff with classroom copies and being available to assist the students should there be a need. Please refer to our [website](#) before applying.

**Mission Statement:** The NativityMiguel Middle School is a faith-based middle school transforming the lives of underserved students in a secure and nurturing environment on single gender campuses. In partnership with our families, we deliver a uniquely effective education that includes an extended school day and school year, dedicated and caring teachers, personal mentoring and continuing support through high school graduation.

**Additional Information:** [Facebook](#), [Twitter](#), [Instagram](#), [Linkedin](#), [Website](#), [NativityMiguel Coalition](#)

**Application Procedure:** Please submit the following credentials to: Mrs. Nancy Langer, President at [nlanger@nativitymiguelbuffalo.org](mailto:nlanger@nativitymiguelbuffalo.org)

1. Letter of application, including how your background and experience matches/compliments the needs of our school
2. A current resume