



St. John's College VACANCIES



Applications are invited to fill the following full-time positions at **St. John's College – High School**:

1) Physical Education

Qualifications:

- Minimum of an associate degree in the relevant field; bachelor's degree with education preferred.
- Formal teacher-training and/or years of teaching or experience in the subject area.
- A valid license to teach in Belize.
- Commitment to the mission of St. John's College as a Catholic, Jesuit Belizean institution.

2) Administrative Assistant

Responsibilities:

- Provide comprehensive support, including managing calls, greeting visitors, and handling administrative issues.
- Act as the liaison for operational and administrative matters.
- Organize meetings, appointments, and travel arrangements.
- Maintain the reception area, appointment diaries, and office files.
- Prepare and manage office correspondence.
- Oversee and guide lower-graded staff and student employees.
- Manage office supplies and equipment.
- Pursue professional development opportunities.
- Perform other related duties as assigned.

Qualifications/Requirements:

- Associate's degree or higher in Business Administration, Office Management, or a related field preferred.
- Minimum of three (3) years of relevant work experience.
- Familiar with and supportive of the mission of St. John's College.
- Commitment to confidentiality and trust in handling sensitive information.
- Proficiency in administrative and clerical procedures.
- Proficiency in computer systems and relevant software.
- Understanding of customer service principles and practices.
- Strong interpersonal, communication and collaboration skills with the ability to work effectively with diverse individuals and groups.
- Excellent analytical skills for effective problem-solving and decision-making.

Successful applicants will be expected to participate in orientation programs and in St. John's College's continuous formation in accordance with the mission and goals of the college and the Catholic, Jesuit education.

Remuneration: In accordance with the pay scale approved by the Ministry of Education.

Applications are due **Friday, 13th September 2024**.

Applications are available at the Human Resources Office or online at www.sjc.edu.bz.

Please send or deliver the completed St. John's College application for employment along with a cover letter, official sealed transcript, a copy of your highest degree, MOE medical and drug test (for teaching position only), police record, two (2) recent completed reference forms or letters of recommendation, a copy of your license to teach, a copy of your birth certificate or passport page, and a copy of your social security card. All copies of documents must be certified by a Justice of the Peace (JP). Send or deliver the completed application and documents to:

**Human Resources
St. John's College
P.O. Box 548
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz**