

We have an immediate opening for an administrative assistant at Our Lady Queen of Heaven School. Please contact Becky Gudelis at rgudelis@assumptioncatholicschools.org or 715/422-0982 with your interest or pass it on to someone you know who will thrive in a building full of K-2nd grade angels.

The OLQH Administrative Assistant Coordinates day to day operations of our school while providing a welcoming presence in the school office for faculty, students, and visitors. Computer skills, patience, creativity, and organization are very helpful in fulfilling these job duties.