



## Job Posting

### Position: Front Desk Reception

Time: 7:00 am-3:30 pm (Ability to work flexible hours to accommodate meetings and events.)

Posted: March 25, 2026

Start Date: August 17, 2026

REPORTS TO: Director of School Administration

### JOB SUMMARY:

This Front Desk Receptionist position provides coverage Thursday – Friday from 7:00 AM – 3:30 PM during the school year when school is in session (late August – Mid-June). The successful candidate will have experience in a school or office setting, strong customer service skills, and an enjoyment of collaborating with high school-aged students.

### QUALIFICATIONS:

- A college degree is preferred but not required.
- Has strong communication and customer service skills, the ability to prioritize tasks, and a commitment to helping conduct the mission of AMHS.
- Has basic computer skills/proficiency in Microsoft Office.
- Preference will be given to candidates with successful experience working in school or office settings.

**Salary:** \$25/hr.

**Benefits:** Non-benefit position.

Application Process: To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of the application's completion to:

Thomas Wier, Director of School  
Administration  
Archbishop Murphy High School  
12911 39<sup>th</sup> Avenue SE

Everett, WA 98208

## **ESSENTIAL FUNCTIONS:**

- As the school's first point of contact, the Front Desk Receptionist plays a crucial role in delivering vital customer service and creating a warm and welcoming environment for all visitors, staff, students, and their families.
- Greeting guests and assisting families as the school's first point of contact.
- Assist with mail, photocopies, and answering phones.
- Back-up support for Student Services & Attendance.
- Oversee visitor log and staff sign-in/out log.
- Maintain confidentiality and student/family privacy when fulfilling job responsibilities.
- Support faculty with copy/scan/laminate requests as needed.
- Provide general office support to the administration.
- Other duties as assigned.

## **Our Mission:**

Archbishop Thomas J. Murphy High School is a Catholic college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Collaborating with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christlike leadership to transform the world.

Located in south Everett, Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs, and a variety of performing arts programs, clubs, and activities. We offer a safe, supportive environment with small class sizes and individual attention.

Archbishop Murphy High School does not discriminate in its employment decisions or practices based on gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation, or any disability that can be accommodated in the administration of its educational policies and school-administered programs. In keeping with its mission to provide a Catholic education, preference will be given to practicing Catholics in hiring.