



Office of Catholic Schools

DIOCESE OF VICTORIA

JOB ANNOUNCEMENT*

Job Title _____ School _____

Start Date _____ Salary Range _____

Full / Part Time (Circle one) Reports to: _____

Summary of Job Duties*:

Minimum Qualifications: (Special skills, knowledge, ability, education, etc.)

Other skills required (Check each applicable item and indicate level)

Typing / Word Processing _____ Computer _____

Other _____

Interested candidates should contact _____ for more details. The phone number and/or email address is/are _____.

Requested Posting Date _____ Closing Date _____

Additional details: _____

**-If possible, please attach exact verbiage for ad announcement to ensure accuracy and completeness.*