2008-09 Work-Study Job Description Form
University of the Incarnate Word

Department: Incarnate Word High School
Location: 727 E. Hildebrand San Antonio, Texas 78212
Supervisor: Theresa Elizondo-Orr
Supervisor Phone: 210 829-3109
Supervisor E-mail: orr@uiwtx.edu

Job Title: Vice Principal Secretary

General Job Description/Qualifications:
Clerical Skills a must – People Skills – Phone skills – Computer Skills in the following
Areas: Word Perfect and Excel; Flexible hours we have high points in the office and
Ask the applicant be able to adjust their work schedule. The office hours are 7:30 am
until 6:00 pm.
You will be working with students ages 14 years to 18 years in an all female setting.