

Administrative Assistant to the Principal/Registrar

School: Holy Spirit Parish School
Job Title: Administrative Assistant to the Principal/Registrar
PT or FT: Full Time
Start Date: May 1, 2024

Short narrative of job description:

The purpose of this position is to provide efficient and effective executive, project and administrative support to the Principal and manage the Administrative office. The nature of the position designated is that of service. Staff members assist teachers in fulfilling their mission of education by performing staff responsibilities in the best way possible.

The ideal candidate will have a strong background in customer service, detail orientated work, and professional office experience. The applicant should be able to demonstrate excellent verbal and written communication, computer literacy, and hold a background with professional experience.

Under the supervision of the Principal, the administrative assistant works with discretion and confidentiality and provides support to the Principal in a wide range of office and school operations; monitoring communications and workflow to and from the office, coordinating meetings and appointments, and prepares and maintains a variety of records and reports related to assigned activities.

Due to the highly sensitive and confidential nature of the position, the administrative assistant requires considerable discretion, tact, judgment, and hold a high standard of integrity.

The Registrar is responsible for providing a wide range of services to students, staff, teachers, administrators, and alumni. The primary functions include student registration and records management, immunization status, and transcript issuance.

Requirements:

- AA degree (minimum) BA/BS preferred
- 1 to 3 years of relevant experience
- Proficiency to communicate efficiently (verbal and written)
- Demonstrated proficiency in technology

Compensation:

\$18/hour-\$20/hour

The rate of pay offered to the selected candidate is based on internal pay policy and budget. New hires are commonly paid at the minimum of the wage range or within the lower part of the range. We consider several factors when making compensation decisions including, but not limited to, skill sets, experience, training and other department needs.