

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Catholic School Department

POSITION: Admin. Assistant

CATEGORY: Non-Exempt

POSITION STATUS: Full Time

SUPERVISOR: Associate Superintendent

JOB SUMMARY: The administrative assistant provides secretarial and related office services for members of the Catholic School Department. The administrative assistant respects Catholic values and exemplifies Catholic living. The administrative assistant is accountable to implement the mission and vision of the Catholic School Department, to follow the policies of the Diocese of Sacramento and adheres to the directives set by Catholic School Department.

ESSENTIAL FUNCTIONS: The administrative assistant establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgment and confidentiality.

General Responsibilities:

Exhibits flexibility in the day-to-day work environment
Communicates professionally and in a timely manner with all stakeholders
Adheres to Code of Ethical Conduct
Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
Performs additional duties as requested by the superintendent or associate superintendents

Essential Responsibilities:

- Prepares and prints agendas
- Makes copies as needed
- Completes mailing as needed
- Meeting set-up and take down
- Supply and hospitality orders
- Birthday cards for principals and CSD staff
- CSD Correspondence for condolences, retirement, etc.
- Management of Weekly CSD Updates
- Management of Basecamp
- Management of Social Media
- Report card creation
- Flyer creation
- Management of Edjoin Job Postings

- Management of Annual CSD Enrollment and Tuition Report
- Management of Annual NCEA Enrollment Data Submission
- Management of Annual Black and Indian Grant Data Submission
- Management of all diocesan scholarships
- Management of CSD Billings through FACTS
- Management of ACT Aspire
- Management of RenSTAR
- Management of SchoolSpeak
- Management of Student Events (Registration and Prep.)
- Management of Personnel File Checklists

MINIMUM QUALIFICATIONS:

Education: High School diploma

Experience: Previous experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Catholic School Department mission
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in social media usage and communication
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE