



Christian Brothers High School

Job Description

Job Title: **Lasallian Student Life Administrative Assistant**
Reports to: Director of Lasallian Student Life
Status: Fulltime, 12 months
FLSA Status: Non-Exempt
Salary: Competitive salary, commensurate with experience.

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

The Lasallian Student Life Coordinator will work to support and implement the vision of the Director of Lasallian Student Life, in collaboration with school administration. The ideal candidate for this position is an individual who is publically faithful to the teachings of the Roman Catholic Church and who offers talents and experience that will enable him or her to be successful in the role of Lasallian Student Life Administrative Assistant. This position supports the spiritual outreach of our campus at Christian Brothers High School.

Duties:

1. Partner with the Director and Assistant Director of Lasallian Student Life for liturgies, retreats, student activities and special events.
2. Follow up with students after retreats.
3. Assist with the planning and coordination of the Lasallian Student Life calendar of events;
4. Assist with activities of student liturgy, service learning and activities teams.
5. Help organize and orchestrate facility requests for Lasallian Student Life events.
6. Assist the Director and Assistant Director of Lasallian Student Life with promoting ministry, activities and service learning events in the community.
7. Manage retreat registrations, including site contracts, check requests and payments.
8. Assist with purchase/order/pickup/organization/packing/moving of supplies.
9. Manage Lasallian Student Life social media/Schoology outreach under the direction of the Director and Assistant Director of Lasallian Student Life.
10. Other duties as assigned by the Director of Lasallian Student Life.

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“The Place to Be.”



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Qualifications Knowledge and Skills

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated passion and appreciation for the Catholic faith and a commitment to the teachings of the Church.
3. Ability to prioritize and give attention to a variety of projects simultaneously.
4. Strong organizational skills.
5. Proficient in office technology, such as Microsoft Office (Word, Excel, Publisher, Outlook, etc.), copier/fax machines.
6. Possess the ability to show initiative and work independently.
7. Familiarity with various social media outlets.
8. Flexibility to attend occasional evening, overnight or weekend events.
9. A willingness to embrace the campus commitment to diversity, equity and inclusion.
10. Excellent oral, written and verbal communication skills that would enable the individual to maintain a good rapport with parents, students and staff.
11. Ability to lift, load, move, gather, pick up supplies, bins or materials up to 25 pounds.

Education and Experience

1. Education: Prior experience in secondary education preferred. Bachelor degree preferred.
2. Prior experience in ministry or retreat organizing preferred.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

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Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

This document neither constitutes a offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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