

Diocese of Sacramento

JOB DESCRIPTION

LOCATION: Pastoral Center - Catholic School Department

POSITION: Administrative Assistant

POSITION STATUS: F/T

CATEGORY: Non-Exempt

SUPERVISOR: Executive Director of Catholic Schools

JOB SUMMARY: Responsible for all secretarial and administrative operations for the Catholic School Department. In addition, is expected to perform a wide variety of moderately difficult and complex clerical tasks, some of which may require the use of specialized software.

ESSENTIAL FUNCTIONS:

- Respond to a variety of phone and email requests from school Principals, parents and general public.
- Maintain department calendar for Superintendent.
- Order office supplies for the Department.
- File school accident reports.
- Maintain current insurance records.
- Post Principal and school staff job positions on CSD and Edjoin websites.
- Prepare and send school transcripts from requesting agencies and former students.
- Create and maintain school and school Board rosters.
- Coordinate and manage all Diocesan educational scholarships.
- Assist Superintendent in preparation of Board Meeting, presentation materials, and meeting minutes.
- Invoice and manage account payables and receivables for all Department events, services, and the Parochial Athletic League (PAL).
- Prepare reimbursement check requests for vendors, subscriptions and staff expenses.
- Process Bank of America statements and mileage reimbursements for Department staff.
- Coordinate and work with Finance Department in all aspects of CSD billings.
- Coordinate catering and provide on-site support for all Department events, including:
 - All Principals' Meeting
 - New Principals' Meeting
 - Student Council Breakfast
 - Breakfast with the Bishop
 - Monthly Department workshops and various meetings.
- Register, manage and track all international students attending a Catholic school in the Sacramento Diocese under the Student & Exchange Visitor Program (SEVP).
- Prepare and submit the NCEA (National Catholic Educational Association (NCEA) databank with information regarding school enrollment and financial data in our schools.
- Other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: A minimum of an Associate of Arts (AA) Degree.

Experience: Two years of broad, varied and increasingly responsible clerical and secretarial experience.

Skills / Knowledge: Advanced proficiency in Microsoft Office Products (including Word, Excel, Publisher); excellent phone and organizational skills; working knowledge of modern office methods and practices, including letter, report, and presentation; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form. Ability to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload. Ability to work independently with little supervision. Must be a practicing Catholic with knowledge and understanding of the Catholic Church in general.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE