

Administrative Assistant Job Description: Part-Time (M/W/F)

TITLE: School Secretary/Administrative Assistant

JOB FUNCTION: Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities, assist the administration in routine tasks and perform public relations of the school. The candidate must have an understanding and respect for the Catholic Church, its beliefs and practices.

DUTIES AND RESPONSIBILITIES:

- Organize, coordinate and schedule a variety of office activities to assist the Administration with tasks, prepare and accurately maintain a variety of reports, records, and files relating to students, operations, and activities.
- Compose routine correspondence independently; prepare, type, and distribute communications as requested and open and distribute mail accordingly.
- Provide information concerning school policies, procedures, actions, activities, and schedules as appropriate; and maintain the school calendar.
- Register, release or transfer student records; complete enrollment information.
- Perform other duties as assigned

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, and punctuation and vocabulary - Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Work confidentially with discretion
- Perform a wide variety of clerical and secretarial duties to coordinate school office activities
- Perform public relations and communication services for the Administration
- Compose correspondence independently
- Complete work with many interruptions and work independent
- Maintain good public relations with students, parents, staff, and the public
- Meet schedules and timelines

PHYSICAL DEMANDS:

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

If interested, please contact Tim Fletcher, Principal at fletcher@olmc1.org.