

JOB DESCRIPTION

JOB TITLE: Administrative Assistant
CLASSIFICATION: Non-Exempt Full-time
DEPARTMENT: School of Theological Studies (STS)
REPORTS TO: Dean, School of Theological Studies
DIRECT REPORTS: None
PER TASK REPORTING TO: Coordinator, School of Theological Studies
and all Seminary Lecture Series' Chairs

SUMMARY: Administrative Assistant provides administrative support to the School of Theological Studies and all programs; with direct reporting to the Dean and daily, per task reporting to the Coordinator. Additionally, the Administrative Assistant provides support when needed to the (2) Lecture Series' Chairs' event preparation, invitations, RSVPs, and event staffing. This individual fosters the mission of the School of Theological Studies (STS), and on a larger scale the mission of Saint Charles Borromeo Seminary (SCS) and Archdiocese of Philadelphia. The individual supports the School of Theological Studies which provides Catholic education and faith formation opportunities for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a 35-hour work schedule composed of 3 business-hour days two afternoon-evening workdays per week (typically Monday and Thursday).
- Meet weekly at established times with Dean and/or Coordinator of STS to review all STS programs, deadlines and assigned tasks.
- Provide administrative support for the STS office; document prep, welcoming visitors, recording messages, ordering supplies, handling two-way email and phone correspondence for the office, the Dean and the Coordinator, managing files, and all other aspects of a business office.
- Maintain and use contact lists and databases for individual and group mailings as assigned or and as needed for program support and publicity at established intervals.
- Create and maintain physical and digital files of current and former students and faculty; school records, moving of older physical files to digital archive.
- Maintain STS social media, updates, and news and other publicity on behalf of STS.
- Oversee and facilitate the process of student application and acceptance, process letters of acceptances, including folders for Admission Committee; keeping a weekly record of application
- Compose, update, and organize policy books.
- Maintain all STS website pages, social media, and schools' emergency advisory updates, including posting of semester schedules and other related website necessities.
- Prepare invoices and check requests for all STS programs and all other programs.
- Assist Lecture Chairs with meetings, invitations, flyers, RSVPs, phone calls, events & assigned tasks.
- Prepare and assist at meetings and events: lectures, graduation, staff meetings, and related assignments.

- Maintain and update STS programs' bulletin boards, preparation of classroom signs.
- Provide administrative support for all STS programs being developed or to be developed.
- Assist with preparation and maintenance of summer Religious Sisters program to include: promotion, welcome emails and communication on behalf of Dean, Coordinator, and STS, set-up the following: prep and inspection of housekeeping work on rooms and Sisters' basement lounge, plan meeting with facilities manager, Sisters and security, welcome packet, room assignments, name signs for guest doors, travel arrangements and pick-ups, coordination of IDs and parking passes, creation of Sisters' weekly agendas, and other assignments and needs related to summer Sisters' program at STS.
- Maintain ongoing and new online educational programs of STS, overseeing the loading, updating, registration, payment, inquiries, issues, assistance, and other assigned and needed tasks.
- Represent the STS at events and conferences and other related assignments.
- And other tasks, assignments, projects, and duties assigned or needed by the Dean, Coordinator, and Chairs.
- Maintain a clean, organized, and pleasant environment in the STS business office.

QUALIFICATIONS:

- Understanding of and committed to the philosophy, mission and values of the Roman Catholic Church and St. Charles Borromeo Seminary.
- Faithful to the teaching of the Magisterium of the Catholic Church.
- Highly motivated, professional, dedicated, respectful demeanor, polite, pleasant disposition.
- Flexible with day and some evening hours due to evening classes and events.
- Able to work efficiently and cooperate harmoniously with others achieving a common goal.
- Highly skilled with computer technology and social media, including strong competence with Microsoft Office and related or similar technologies; ability to master online learning management and student information programs.
- Able to attend to detail and possessing a strong willingness to learn.
- Excellent administrative, time-management and organizational skills needed for a busy office setting with growing programs at various stages of development.
- Excellent oral and written communication skills.
- Able to anticipate program needs, with a capacity for self-direction or taking of direction as needed for the completion of all needed and assigned tasks in an appropriate time frame.

EDUCATION/EXPERIENCE

Bachelor's Degree (Theology preferred)

At least one year of experience (preferred)

PHYSICAL REQUIREMENTS

Light lifting