

**Saint Michael's College  
Job Description**

**Job Title:** Administrative Assistant for Edmundite Campus Ministry

**Department:** Edmundite Campus Ministry

**Supervisor or Manager:** Director of Edmundite Campus Ministry

**Date Created:** 07/14/2005

**Last Revised:** 06/15/2023

***Our Mission:*** It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**

- Supports Director of Campus Ministry, Campus Ministers, and Move Staff
- Fulfills the role of primary contact with other SMC departments and the public
- Prepares and types various materials, answers telephones, and maintains files
- A proper liaison exists from Campus Ministry to other College departments and outside groups
- Manages work-study students when applicable and uses their time constructively for the good of the office

**Essential Duties and Responsibilities:**

- Performs office management, coordination of activities, and special projects
- Creates brochures, certificates, documents (sometimes of a highly confidential nature), and special events programs for Masses/Chapel activities/bulletins
- Supports and assists in creating and maintaining Chapel environment appropriate to the various liturgical seasons of Advent, Christmas, Lent, and Easter
- Responsible for creating and maintaining schedule of liturgical ministers, including, but not limited to, Eucharist Ministers, Lectors, Altar Servers, and Coordinators for 11 am and 7 pm Sunday Masses
- Schedules Mass Intentions and coordinates with applicable clergy
- Coordinates logistics for all retreats including transportation and lodging
- Creates Mass programs and Worship Aids as needed
- Maintains ECM portal page and post announcements to SMC Daily Digest and various email distribution lists
- Supervises and assigns work to students when applicable
- Prepares budgetary documents, including reconciliation of purchase card transactions, expenses, purchase orders and payment vouchers
- Organizes incoming and outgoing correspondence
- Creates databases and spreadsheets for programs (retreats and other special events)
- Keeps appointment calendars for both Chapel and office
- Arranges meetings, makes travel arrangements, and prepares materials for meetings
- Maintains records, correspondence, and files for marriages, baptisms, and/or other events taking place in the Chapel
- Monitors office/Chapel supply inventory, orders necessary supplies, washes & irons chapel linens, orders flowers/Christmas tree for holidays and special events/liturgies, altar bread and wine, food for resident hall ministry and for receptions held
- Performs cash management for activities, Chapel collections, retreats, etc.
- Participates in staff and committee meetings
- Provides administration for all activities related to the Merrill Cemetery and work with cemetery board in planning and executing cemetery activities including the selling of plots, scheduling of burials, and coordinating with vendors
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

**Secondary Responsibilities:**

- Assists with other functions, i.e., MOVE to provide support where necessary

**Positions Supervised:**

- Office Assistants when applicable
- Work-study students (4-5 per semester) when applicable

**Major Contacts:**

- SMC faculty & staff
- SMC students
- St. Anne's Shrine staff
- Outside community members, to include individuals requesting marriage or baptisms, or requesting Mass intentions  
Liturgical ministers (those who help out with chapel duties)
- Priests from other parishes/Diocesan offices

**Demonstrates Excellence:**

- Possesses a thorough understanding of the issues related to Campus Ministry and expresses this in his/her work
- Organizes and maintains very accurate, accessible records
- Communicates well and shares a positive attitude with all contacts, acting in the spirit of Campus Ministry's purpose
- Writes with a high level of skill that consistently produces quality output
- Engages with constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development to support a culture of inclusion and belonging

**Education and Work Experience:**

- High school diploma plus some post-secondary education, work experience, or specialized training
- Working knowledge and understanding of Catholic Mass and Traditions preferred
- Bachelor's degree preferred

**Analytic Skills:**

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

**Language and Literacy Skills:**

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

**Computer/Technology Skills:**

- Familiarity with Microsoft Office and Adobe products
- Working knowledge of Datatel
- Intermediate knowledge of Internet Research

**Licenses, Certifications and Other Requirements:**

- None required

**Physical Demands:**

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word

- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Administrative Assistant, the employee is required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Ability to perform other duties as assigned by the Director of Edmundite Campus Ministry

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.