Saint Michael's College
Job Description

Job Title: Administrative Assistant

Department: Edmundite Campus Ministry

Supervisor or Manager: Director of Edmundite Campus Ministry

Date Created: 07/14/05 Last Revised: 07/14/05 FLSA Status: NE

**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:**
- Support is provided to Director of Campus Ministry and Campus Ministers
- The role of primary contact with other SMC departments and the public is fulfilled
- Various materials are prepared and typed, telephones are answered and files are maintained
- A proper liaison exists from Campus Ministry to other College departments and outside groups
- Work-study students are managed and their time is used 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
- Supervises and assigns work to students
- Prepares budgetary documents, including reconciliation of expenses, purchase orders and payment vouchers
- Processes timesheets for office staff
- Organizes incoming and outgoing correspondence
- Creates databases and spreadsheets for programs (retreats, Operation Food Shelf, and other special events)
- Keeps appointment calendars for both Chapel and office
- Arranges meetings, makes travel arrangements and prepares materials for meetings
- Maintains records and files for marriages and baptisms and/or other events taking place in the Chapel
- Monitors office/Chapel supply inventory and orders necessary supplies, flowers for holidays and special events, altar bread, food for resident hall ministry and for receptions held
- Performs cash management for activities, Chapel account, retreats, etc.
- Records minutes of staff meetings; participate in committee meetings

**Secondary Responsibilities:**
- Assists with other functions, i.e., MOVE to provide support where necessary

**Positions Supervised:**
- Office Assistants
- Work-study students (4-5 per semester)

**Major Contacts:**
- SMC faculty & staff
- SMC students
- 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

Education and Work Experience:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Understanding and/or working knowledge of Catholic traditions helpful

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:

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<thead>
<tr>
<th>Software</th>
<th>Knowledge Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>working knowledge</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>intermediate</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>highly proficient</td>
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<tr>
<td>Microsoft Powerpoint</td>
<td>highly proficient</td>
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<tr>
<td>Microsoft Outlook</td>
<td>working knowledge</td>
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<tr>
<td>Adobe Photoshop</td>
<td>intermediate</td>
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<tr>
<td>Adobe Acrobat</td>
<td>high proficiency</td>
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<tr>
<td>Quark</td>
<td>intermediate</td>
</tr>
<tr>
<td>Datatel</td>
<td>high proficiency</td>
</tr>
<tr>
<td>Internet Research</td>
<td>working knowledge</td>
</tr>
</tbody>
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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.
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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.