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
- 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.