

JOB DESCRIPTION

Job Title:	Administrative Assistant	Prepared Date:	10/5/21
Department:	Administration		
Reports To:	Principal	Approved By:	Administration

SUMMARY

Provides clerical support to the administrative office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to the mission, vision and philosophy of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the Principal of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the superintendent of the Catholic Diocese of Peoria.
- Provides office administrative support to the administrative team such as filing, faxing, data entry, proofreading and general clerical duties.
- Answers phone calls, handles routine inquiries and/or transfers calls accordingly.
- Assembles mailings, brochures and packets.
- Assists office staff as needed.
- Assists with ordering supplies and materials including awards, trophies, plaques for graduation/senior awards day.
- Assists with planning various school events as requested by leadership.
- Assists with coordinating graduation activities.
- Assembles and maintains registration packets for incoming freshmen.
- Assists with Safe Environment program by mailing forms to Office of Catholic Schools, collecting information for fingerprinting, monitoring CMG Connect data base, etc.
- Serves as Human Resources specialist, which includes but is not limited to: distributing, collecting, recording, and filing initial paperwork for all new employees (including coaches); following up with employees to assure all paperwork is turned in; creating initial personnel file for each new employee and making sure that all required documentation is complete.
- Coordinating substitutes teachers when teachers are absent.
- Distributing and keeping record of staff and student parking passes.
- Prepares and sends weekly newsletter to parents and staff.
- Updates website.
- Coordinates ongoing school communication through various communication tools: email, FACTS SIS, Apptegy App, etc.
- Other duties as assigned.
- Adheres to work schedule.

QUALIFICATIONS

- High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively communicate to various stakeholders through various means. .
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Basic proficiency with Microsoft applications and Google Suite. Ability to learn school-specific software.
- Strong technology aptitude; able to quickly learn unknown software applications and programs.
- Ability to work independently to achieve objectives in established time frames.
- Ability to effectively communicate with internal customers through written or verbal form.
- Detail-oriented and able to multitask.
- Willingness to contribute as a team player in creating, building, and sustaining the Catholic culture within the school.
- Positive, cooperative, and joy attitude; builds up a positive culture among the office staff.

PHYSICAL DEMANDS

- Work requires the ability to stoop and bend, the ability to reach and grab with arms and hands, manual dexterity, and the ability to hear and communicate with others. Work requires the ability to use a keyboard to enter and transform words or data. The employee frequently is required to stand, walk, and sit. The work requires the ability to lift and/or move up to 25 pounds.

WORK ENVIRONMENT

- Position works in a business office environment with a moderate noise level.