

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER

**ADMINISTRATIVE ASSISTANT  
RECTOR/PRESIDENT  
ST. LAWRENCE SEMINARY**

Reports To: Rector/President  
Date: 3/22

Department: Administration  
FLSA: Non-Exempt

**POSITION SUMMARY**

The administrative assistant to the Rector/President is responsible for a variety of duties and tasks assisting St Lawrence Seminary's Rector/President. This role works as a frontline representative of the seminary and works to link benefactors and parents to the appropriate departments. This is a 12-month position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Typing letters, statements and minutes for the Rector/President.
- Prepare correspondence and recurring reports with some direction.
- Arrange and schedule meetings for the Rector/President.
- Recording secretary for the SLS Ministry Council.
- School receptionist: greet and help visitors, parents, vendors, benefactors, etc.
- Train and work with student information office work crew.
- Sort staff and student mail.
- Organize and maintain files in progress and files requiring follow-up.
- Maintain accurate and up-to-date student files (hardcopy and electronic); maintain student database
- Proofing of copy, memos, letters, advertisements, newsletters and promotional materials.
- Answering, screening and directing of telephone calls to:
  - Manage phone switchboard
  - Field, screen and direct calls to appropriate call area
  - Screen Rector's calls
  - Maintain student phone log
  - Maintain student off campus log.
- Provide and collect Canteen key to vendors.
- Departmental mailings and correspondence
  - Execute all departmental mailings (hardcopy & electronic) to current student families.
  - Coordinate student and staff birthday cards.
- Work with Rector and Academic Dean for graduation planning (i.e. ordering diplomas, invitations, tassels and more).
- Coordinate and collaborate with Academic Dean for student charter transportation needs.
- Demonstrate and maintain student and staff confidentiality related to the duties of this position.
- Other department projects as assigned by Rector/President.
- Others duties as assigned by Rector/President or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Ability to work independently and in collaboration with others.
- ❑ Ability to successfully manage multiple tasks simultaneously in an environment with interruptions.
- ❑ Ability to work some required weekends. (i.e. Student Registration, parent-teacher conference, semester faculty meeting).
- ❑ Effective relational and telephone skills.
- ❑ Strong knowledge of MS Office Suite, Corel Office Suite, and student databases.
- ❑ Excellent time management, organizational, verbal and written communication skills.
- ❑ Professional demeanor and appearance.

EDUCATION, TRAINING AND EXPERIENCE

- ❑ Completion of Safeguarding All God’s Family training.
- ❑ Strong experience in public relations, writing and editing publications, etc.; or
- ❑ Equivalent combination of education and experience.

WORKING CONDITIONS

- ❑ Required to maintain a clean, professional and safe work environment.

APPROVED BY:

\_\_\_\_\_  
Department Director/Date

\_\_\_\_\_  
Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Administrative Assistant – Rector/President for St. Lawrence Seminary. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

\_\_\_\_\_  
Employee Signature/Date