

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant IV

EFFECTIVE DATE: 06/22

DEPARTMENT: Human Resources

POSITION SUMMARY:

The Human Resource Administrative Assistant IV serves as the primary administrative contact for the Department of Human Resources and the Vocation Office. This role is responsible for various administrative duties in support of the staff of the Human Resources Department.

CREDENTIALS & EXPERIENCE:

A minimum of 10 years' experience in advanced administrative assistant work. Broad general and detailed knowledge of office functions and procedures; includes working knowledge of MicroSoft Office and Excel. Work experience in diocesan, parish or other religious organizational setting preferred. Knowledge of the Catholic faith essential, knowledge of the hierarchical structure of the Church helpful. Excellent written, verbal, telephone, and interpersonal communication skills. Ability to listen. Collaborative work style, initiative and flexibility. Ability to work independently. Extreme sense of confidentiality.

REPORTS TO: Human Resources Generalist

DUTIES & RESPONSIBILITIES:

- 1.* Responsible on a daily basis for ensuring messages left in the main voicemail box are retrieved timely and handled accurately.
- 2.* Assists the HR Generalist and other members of the implementation team on tasks related to the Paylocity HRIS.
- 3.* Posts position openings internally and processes all resumes, employment applications, etc. from candidates; generates letters to applicants per the process.
- 4.* Coordinates interview schedules upon request.
- 5.* With direction and review from the Director of Human Resources, composes and sends new employee offer letters.
- 6.* Compiles new hire Orientation Books for HR Generalist as required.
- 7.* Maintains up-to-date job descriptions for all employees of the Archdiocese as directed by Director of Human Resources.
- 8.* Works with the HR Generalist on compiling and distributing compensation, position control and other human resources data.
- 9.* Assists with paperwork required for prospective seminarians; processes letters of recommendation and copies files for submission.
10. Assists with mailings for the Department of Human Resources and Vocation Office.
- 11.* Works with Human Resources staff and consultants on the Archdiocesan-wide Beacons of Light initiative.
- 12.* Assists with employee engagement events.
- 13.* Assists with administrative tasks as they relate to priest immigration processing.
- 14.* Other tasks as assigned.

MINIMUM REQUIREMENT/SKILLS:

- Proficiency with telephone communications, e-mail, office systems and record keeping. Have working knowledge of MicroSoft Office and Excel.
- Proficiency in using standard office equipment (scanner, printers, etc.)
- Ability to establish priorities, multi-task, work independently and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems independently.

SUPERVISION RECEIVED:

Human Resources Generalist

SUPERVISION EXERCISED:

None

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: **Hourly** **7 hours per day** **35 hours per week**
 260 Days **12 months**

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date