



## School Administration Office Manager

Saint Ursula Academy, located in East Walnut Hills, is a Catholic, college-preparatory, secondary school for young women started by the Ursuline Sisters of Cincinnati.

Saint Ursula Academy is seeking a dynamic and energetic individual to serve as the School Administration Office Manager. This position is responsible for supporting the School Administration in matters of correspondence and administration. The School Administration Office Manager coordinates a wide variety of tasks to support the overall functioning and efficiency of the school, including the scheduling of substitute teachers. In addition to these duties, it is essential that the person in this position fosters a warm, welcoming environment. This is a full-time, 12-month position and reports to the Principal.

A minimum of five years of office experience in data entry, creating queries, and generating reports from a relational database. The school currently uses PowerSchool and FinalForms for student information management. This position requires excellent communications skills with the ability to work collaboratively with colleagues. The School Administration Office Manager must be proficient with Windows, Microsoft office products, Google documents and other school communication tools.

Competitive compensation package includes medical, dental and vision insurance benefits, 403(b) retirement plan with a 6% employer contribution after 24 months of service, 2 weeks of paid vacation, 23 paid holidays with additional time allotted for sick days, and a \$50,000 life insurance policy with access to additional voluntary life for the employee, spouse and dependents. Tuition remission is provided for the employee's daughter(s) attending Saint Ursula Academy incrementally up to 100% (after 5 years of service). Employee, spouse, and qualifying dependent(s) are also eligible to receive a University of Cincinnati Business Scholarship for qualifying online classes.

All religious denominations are invited to apply. SUA is an equal opportunity employer committed to creating an inclusive and diverse community where differences are valued and celebrated.

Email your resume to Jodi Clever ([jclever@saintursula.org](mailto:jclever@saintursula.org)). Please use the email subject line: "School Administration Office Manager – Your Name." Applications will be reviewed on a rolling basis.