

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant III

EFFECTIVE DATE: 08/2022

DEPARTMENT: Catholic Newman Center at Miami University

POSITION SUMMARY:

The Administrative Assistant at the Catholic Newman Center at Miami University is responsible for ensuring that the daily administrative tasks necessary to run the Campus Ministry are accomplished in a timely and high quality fashion. Additionally, the Administrative Assistant will be expected to perform a wide variety of secretarial tasks and some important activities related to development.

This position requires dedication to and appreciation of the nature and mission of the Catholic Newman Center. The Administrative Assistant must collaborate closely and congenially with the entire staff of the Catholic Newman Center and strive to interact well with students and other constituents. The Administrative Assistant must be a model of professional conduct and always represent the Catholic Newman Center and the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. Requires a high school diploma and 1-2 years business school or the equivalent. Minimum 3 years' experience in office administrative work.
2. Knowledge of modern office procedures and methods including telephone communications, e-mail, office systems and record keeping.
3. Knowledge of modern business communication, including style and format of letters, memoranda, and reports.
4. Knowledge of computer software.
5. Word Processing: Has the knowledge necessary to perform sorts and merges, print mass mailings, select font attributes and changes.
6. Spreadsheets: Capable of designing routine spreadsheets, setting up routine formulas, and printing desired sections.
7. Ability to establish priorities, work independently and proceed with objectives without supervision. A good problem-solver.
8. The ability to communicate with and relate well to people. A team player who is collaborative and enjoyable, pleasant and responsive. Someone who builds productive and mutually respectful relationships and engenders trust.

DUTIES & RESPONSIBILITIES:

- 1.* Handle general bookkeeping such as expense reports, payment of invoices, check requests, collections, deposits, and reconciliations. Learn and use Intacct accounting software.
- 2.* Make requests for Insurance coverage for student retreats.

3. Proficiently operate the standard range of office equipment, such as a personal computer, printer, photocopier, scanner and calculator. Progressively utilize the features of one or more standard business software packages up to skill level 2: Word Processing, Spreadsheets, and Database.
4. Handle property management details such as overseeing maintenance issues and routine cleanings, coordinate and arrange for any necessary contractors, repairs and services, and manage stock of general office and cleaning supplies. Track all maintenance projects.
5. Coordinate Safe Environment training for volunteers.
- 6.* Create and maintain database of donors and alumni. Create thank-you cards for donors and seasonal (e.g. Thanksgiving, Christmas, Graduation) cards for Chaplain to sign.
- 7.* Aid in printing and sending newsletter.
8. Maintain database of student parishioners in Gabriel software.
9. Send all sacramental records to local/home parish.

SUPERVISION RECEIVED:

Works under direction of the priest Chaplain, Catholic Newman Center at Miami University.

SUPERVISION EXERCISED:

N/A

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: **Hourly, part-time, 15 hours per week**

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