

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant IV

**EFFECTIVE DATE:** 10/2025

**DEPARTMENT:** Educational Services

**LEVEL:**

**POSITION SUMMARY:**

Performs a wide variety of tasks and skills in support of school compliance with State & Federal government programs; Catholic Education Foundation Scholarship awarding; and maintaining Job postings and the Teacher-Minister Contract process.

**CREDENTIALS & EXPERIENCE**

This position requires a detail-oriented individual with excellent organizational skills and written and verbal communication skills. It requires proficiency MS OFFICE software, as well as an aptitude to adapt and learn new software, technology, and programming skills.

**REPORTS TO:** Educational Services Office Coordinator

**DUTIES & RESPONSIBILITIES:**

- 1.\* Serve as the administrative support for the Catholic Education Foundation (CEF), including preparing meeting materials and providing minutes for Catholic Education Foundation Board Meetings;
- 2.\* Assists with the allocation of funds from the Catholic Education Foundation (CEF), provides communication with families and schools regarding CEF Awards, collects CEF Award verifications from schools, provides overall support for schools and families regarding CEF Scholarship Awarding;
- 3.\* Maintains school data in the SPO Database for the Office of Strategic Planning;
- 4.\* Monitors the Standard School Survey, generates and distributes the annual Superintendent's report and generates submission of summarized totals to the National Catholic Education Association;
5. Generates Teacher-Minister and Principal-Minister contracts through DocuSign for schools owned by and under the trusteeship of the Archbishop;
- 6.\* Coordinates the delivery of SGO balances to schools. Processes SGO distribution requests from schools. Mails gift letters to donors of the SGO;
- 7.\* Collects data from schools including Opening Day Survey, End of Year Survey, poverty counts and IDEA-B counts;
- 8.\* Maintains job postings for Catholic Schools on the Archdiocese of Cincinnati Job Board;
- 7.\* Helps as needed with urgent projects and temporary needs pertaining to Operational Vitality and Government Programs; assists with meeting prep and content for meetings—including marketing workshops and principal training;
- 8.\* Other duties as assigned.

**\*DENOTES ESSENTIAL FUNCTIONS OF POSITION**

**SUPERVISION RECEIVED:**

Works under the direction of the Educational Services Office Coordinator and Deputy Superintendent of Operational Vitality.

**SUPERVISION EXERCISED:**

**TERMS OF EMPLOYMENT:**      Hourly 7 hours/day                      35 hours/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