DIOCESE OF SYRACUSE JOB DESCRIPTION
JOB TITLE: Administrative Assistant in Catholic Schools Office

Exempt: No  Supervisor: William Crist, Superintendent

Employee Name:

SUMMARY: This position shall be responsible for providing administrative, development, event planning, as well as clerical support to the Catholic Schools Office staff and the Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Catholic School Office
Includes the following.

• Liaise between Superintendent, CSO staff, school administrators, and other public school districts.
• Publish CSO annual calendar.
• Pull, merge, and maintain Diocesan level reports. Create NCEA reports. Have working knowledge of current student information system; attend training as assigned.
• Organize CSO Google drives; archive/delete files as necessary.
• Update members within Catholic schools email groups as needed. (move to Classlink)
• Maintain, as per law, student transcripts and required school records of closed schools. Compile and release student education records as requested.
• Manage communications between CSO staff and internal/external parties.
• Maintain office supplies and inventory.
• Maintain and update electronic files and databases of vendors, suppliers, educational institutions, foundations, and other organizations as required.
• Organize and implement marketing activities and CSO platform(s). (Pillars, Lights on the Lake/Halloween, etc.) Liaise with: Communications/Social Media Specialist
• Maintain and update CSO social media platforms with regular updates/publications of events, activities supporting diocesan and system of schools collective mission in conjunction with the marketing department.
• Organize and implement CSO events to improve community interaction and raise awareness of our mission for positive youth and fund development (scholarship dinner/luncheon, golf tournaments, sporting clays tournaments). Liaise with the Director of the Foundation.
• Input NYS Regents and other test data (i.e., Level O); upload to CNYRIC.
• Part of front desk rotation one hour a week or as needed if workload permits
• Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

• Maintain confidential information, discussion and knowledge of same.
• Exhibit excellent interpersonal & communication skills, written and oral.
• Possess strong computer knowledge; experience with Microsoft Office suite, SMS (Syracuse Diocese specific), and Google applications.
• Work independently, and as part of diverse, varied and multiple teams.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE:

Associate degree or secretarial certificate preferred with three to five years office experience.

OTHER SKILLS AND ABILITIES: Ability and willingness to build community and develop relationships.

Approved: ____________________________  ____________________________

Employee  Date

______________________________  ____________________________

Supervisor  Date