

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