

## **DIOCESE OF ERIE**

### **Administrative Assistant – Catholic Schools Office (Full-Time)**

We are looking for an organized, dedicated, and energetic person to provide clerical and technical support for the Catholic Schools Office. As a primary contact for incoming calls, the Administrative Assistant will possess a special sensitivity and maturity while demonstrating a working knowledge of Catholic Schools' programs and service.

The full-time Administrative Assistant will provide highly organized, accurate and timely administrative services in support of the Office of Education. The person in this position will also be responsible for the overall administration and performance of all clerical and general office activities in accordance with approved standards.

#### **Responsibilities**

- Provide “first contact customer support and response” to those who reach out to the CSO.
- Provide administrative support for all key events and meetings held by the CSO. Examples include but are not limited to: Catholic Schools Leadership Conference, Faith Formation Day, Leadership meetings and student competitions.
- Compile and maintain key databases, documentation, information, and reports for the CSO. Examples include but are not limited to: the annual school's directory, clearances, email distribution lists, weekly principal bulletins, the PDE report, First Day Enrollment, October 1<sup>st</sup> counts, PNPE, Teacher database, Catholic School Data Collection (NCEA report), Spiritual Journey Days, Pastor recommendation forms, and catechist certification.
- Report continuing professional education hours for diocesan teachers to the Pennsylvania Department of Education, as well as maintain the files that are required.
- Provide administrative support for the Excellence in Catholic Education and PD Grants (prepare materials, track grants, and process expenses).
- Serve as the point of contact for technology support within the CSO
- Serve as PDO for International student program.
- Order, inventory and fill school orders, as well as billing schools for printed standard school forms.
- Collaborate, assist in workload of other admin assistants in the CSO as needed.
- Maintain confidentiality of records, documents, activities, and discussions.
- Process orders to PDE for Act 195.
- Process Act 48 hours for school personnel.
- Receive and process requests for Bishop visits and mass liturgy for schools.
- Process transcript requests.
- Other duties as assigned by a director in the CSO.

#### **Qualifications**

Qualified candidates will have a minimum of a high school education, training in specialized office procedures, and three to five years of office experience in a service environment;

**Skills:**

- Ability to view the position as a Ministry to God's people in the Education Mission of the Church.
- Good interpersonal and communication skills.
- Strong organizational and time management skills. Must be able to prioritize work and handle multiple tasks simultaneously and in a timely manner.
- Strong attention to detail and accuracy.
- Capable of working with minimal structure or supervision.
- Strong analytical skills to problem solve and arrive at decisions.
- Good office management skills.
- Knowledge of accounting/bookkeeping and billing procedures.
- Good computer knowledge of PC System procedures, control commands and back-up procedures. Must have knowledge of various Microsoft programs (including Access and Excel), and ability to learn specialized software.

**To Apply:**

For best consideration, please apply by **January 10, 2020**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.org/employment.html>.

Applicants must submit a cover letter, resume, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org). (Application form must be scanned, completed, signed and scanned.)
- 2) Mail to HR, Attn: Administrative Assistant CSO Search, 429 East Grandview Blvd., Erie, PA 16504