

# ***Diocese of Erie***

St. Mark Catholic Center  
Position Profile

**Job Title:** Confidential Executive Assistant  
**Department:** Catholic Schools Office  
**Location:** Erie (SMCC)  
**Reports to:** Assistant Superintendent of Schools  
**Cabinet:** Jim Gallagher  
**Classification:** Hourly  
**FLSA:** Non-Exempt; Full-Time  
**Budget:** 00538  
**Date Created:** 09/08/23 (updated)

## **I. OBJECTIVE:**

To ensure administrative activities of the Catholic Schools Office (CSO) are conducted in accordance with established policies and procedures and to make decisions involving office routines and tasks that promote the mission of Catholic education in schools across the diocese.

## **II. RESPONSIBILITIES:**

The essential functions of the position include but are not limited to the following:

1. Serve as the first point of contact for the CSO to provide customer service for all stakeholders in a manner that creates a positive image for the department and addresses the needs of those contacting the office.
2. Develop and distribute key communications from the CSO as needed.
3. Provide the Assistant Superintendent with administrative and procedural support by tracking and managing school personnel related functions and documents.
4. Assist with administrative support for government and special programs.
5. Assist with Catholic mission/identity and academic services by providing administrative support for initiatives and programs.
6. Offer administrative support for the coordination of the Middle States Accreditation process.
7. Coordinate logistics and provide hands on support for all key events and meetings held by the CSO.
8. Compile and maintain key databases, documentation, information, reports and forms for the CSO.
9. Report continuing professional education hours for teachers to the Pennsylvania Department of Education, as well as maintain the files that are required.
10. Coordinate and organize the day to day CSO operations.
11. Process transcript requests.
12. Review, update and manage the information provided on the CSO website.

13. Cross train to serve as backup and support for projects and responsibilities of the Executive Assistant for the Superintendent.
14. All other duties as assigned by the Assistant Superintendent.

### **III. QUALIFICATIONS:**

**Education:** High School Diploma with continuing education/experience in administrative areas (including Microsoft Office -Word, Excel, Publisher, Access) is essential.

**Experience:** Three to five years' prior office experience in a school environment preferred.

### **IV. COMPETENCIES:**

1. Displays knowledge of the principles of Christianity and ability to support the mission of Catholic schools to provide excellent education in a faith-filled environment, centered in the person of Jesus Christ.
2. Capable of completing job duties in a highly professional and confidential manner.
3. Demonstrates interpersonal and communication skills.
4. Utilizes organizational and time management skills. Must be able to prioritize work and handle multiple tasks simultaneously and in a timely manner.
5. Demonstrates attention to detail and accuracy.
6. Capable of working independently with minimal structure or supervision.
7. Possesses analytical skills to problem solve and arrive at decisions. Anticipates needs to support the work of the CSO.
8. Knowledge of accounting/bookkeeping and billing procedures.
9. Skilled at utilizing multiple forms of technology to create efficiencies and complete tasks (e.g. database management, Microsoft applications and audio/visual support)
10. Aptitude for learning new technologies and skills.

### **V. WORKING CONDITIONS:**

1. Required to work some nights and weekends.
2. Required periodic travel.
3. Required to manage moderate to high levels of stress.
4. Required to work in a standard office and/or remotely.

**Note:** The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

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