



INCARNATE WORD ACADEMY

A Catholic College Preparatory for Young Women, Est. in 1873

Title: Administrative Assistant to the President

Supervisor: President

FLSA: Non-Exempt

Mission and Values

- Models the mission, values and spirituality of the Academy and the Sisters of the Incarnate Word and Blessed Sacrament
- Serves as a positive representative of IWA within the broader community
- Participates fully in the life and activities of the IWA community
- Serves all IWA families with compassion and respect

Essential Duties and Responsibilities

Administrative Support

- Attend and record minutes for the Board of Advisors, Executive Committee, SPI Meetings and Senior Leadership team meetings.
- Forward all board materials to Communications for posting to Board portal.
- Maintain Board records and permanent board files.
- Provide administrative support for the president's committees such as Catholic identity and Incarnational Spirituality
- Organize logistics of Annual Board Retreat.
- Print monthly liturgical worship aids.
- Track employee records for the handbook, TB, and emergency contact information.
- Review Weekly Word for calendar coordination.
- Share responsibility with other staff members to cover front desk during receptionist's lunch.
- Inventory and order office and teacher supplies
- Sort and distribute mail daily. Meter outgoing mail.
- Schedule office equipment repairs
- Complete all work assigned by the President.

Operations

- Track the facilities request form and ensure proper procedures followed.
- Provide administrative support to Director of Operations as needed.
- Coordinate administrative efforts for major school events.

Scheduling

- Coordinate security schedules and facility usage in conjunction with the Director of Operations.
- Be liaison between the school and the security officers for scheduling, etc.
- Own the coordination of the school calendar and schedules:
 - Exam Schedules
 - Proctor Schedules

- Bell Schedules
- Supervision Schedules
- Sub Schedules
- Master Schedule Spreadsheet
- Coordinate school schedule with catering service.
- Coordinate parking lot schedule.
- Maintain current contact lists.

Qualifications

- Bachelor's degree
- Organizational skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Office
- Work well in a team environment
- Ability to record and transcribe accurate meeting minutes
- Flexible
- Self-Starter

The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, or qualifications required of individuals in this job classification. All job classifications may have other duties assigned on an as-needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.

To apply, please send a resume and cover letter to the email below:
Human Resources at HR@incarnateword.org