

**St. Mary Seminary  
Administrative Assistant to the Rector  
9845 Memorial Drive**

**SUMMARY**

St. Mary Seminary seeks an Administrative Assistant to the Rector to professionally provide administrative support, secretarial services, scheduling, preparations for meetings, coordinating seminary admission and evaluation materials, receptionist duties, and front office management. The Administrative Assistant exercises the particular abilities of a highly organized person, is able to work independently, and is adept at using one or more word processing programs, e-mail, Internet browsers, desktop publishing program, spread sheet program, database program, and other such programs as necessary. This position requires well-developed people skills that include the ability to communicate politely and respectfully in person, on the telephone, via e-mail, text message, and by the written word when called upon.

This position may have access to and regularly works with matters that are confidential, strategic, and of a critical nature thus, this position requires a high level of confidentiality and mature professionalism in carrying out all tasks and responsibilities related to the Office of the Rector and Chancery Departments. This is a full-time, 40 hours per week, 12-month, benefits eligible position. This position requires a practicing Catholic in good standing with the church.

**EDUCATION and CERTIFICATIONS**

Bachelor's Degree preferred with a minimum of 5-10 years' experience working in a fast-paced professional office environment as an administrative assistant. Prior experience working in a Catholic office environment, and bilingual English-Spanish or English Vietnamese are pluses.

Suitable candidates may send a cover letter, minimum salary requirement\*, and resume to [resume@archgh.org](mailto:resume@archgh.org).

Please place Administrative Assistant to the Rector on the subject line.

***\*Submissions which do not include a minimum salary requirement may not receive consideration.***