

Administrative Assistant to the Rector

St. Mary's Seminary

Role Description

This position will provide administrative support and secretarial recording services to the Rector. This position will also handle office duties such as scheduling and preparing of materials for meetings, coordinating seminary admissions and evaluations materials, receptionist duties, and front office collaboration. Duties will involve confidential and sensitive matters necessitating discretion. The Vice Rector manages the front office support staff and is the immediate supervisor for the Administrative Assistant to the Rector.

Role Responsibilities

- Provides administrative support to the Rector
- Screens and routes phone calls
- Assists with the Rector's correspondence (tracks correspondence he owes, assures timely responses)
- Coordinates appointments, meetings, conferences, speaking engagements, and travel arrangements for the Rector's office
- Drafts letters, memos, and other documents as needed
- Prepares donor acknowledgement letters and other pertinent correspondence for the Rector's signature
- Consults as needed with the Chancery's Development and Development Records departments for seminary-related fundraising and outreach initiatives
- Takes and prepares summary minutes at meetings organized by the Rector when requested
- Coordinates all information needed for the Seminary Advisory Board and serves as recording secretary to the Board
 - Sends advance notices to board members
 - Prepares meeting materials and sends out agenda
 - Sets up meeting room and arranges for refreshments as needed
 - Updates the contact information of board members regularly
- Interfaces with the Office of Development and other Chancery departments to assist the Rector in planning and hosting special and fundraising events, including recording and tracking RSVPs when required
- Serves as the staff liaison to the Catholic Clerical Student Fund, the Serra Club and other auxiliary groups that interface with the seminary with the Rector's approval
- Assists the Rector to coordinate the admission process, primarily from the months of May to July.
 - Communicates with vocations directors and prospective students to obtain the requisite information

- Communicates with the Division Dean of the School of Theology of the University of St. Thomas (housed on the Seminary campus) for updates on seminarians' applications
- Ensures deadlines are met by Vocations Offices of sponsoring dioceses
- Creates and updates initial files on each new seminarian
- Sends status update communications including signed letters of acceptance
- Communicates with faculty members and new students about entrance requirements
- Prepares orientation packets with external formation team
- Orders and updates name plates for seminary doors
- Coordinates meetings between the Rector and individual seminarians
- Prepares seminarian evaluation documentation and correspondence to their respective dioceses as directed
- Assists with the annual publication and distribution of the Seminarian Handbook and Rule of Life
- Creates and updates database on seminarians' information (e.g., parents' contacts, health insurance, license plate, etc.)
- Collaborates and develops professional relationships with other departments within the Seminary, the Office of the Permanent Diaconate, the University of St. Thomas, and the local Chancery
- Manages assigned projects by developing detailed schedules/work plans, predicting resources needed, and monitoring ongoing progress to ensure deadlines are met
- Maintains master facilities calendar, including internal and external requests for facilities and communicates with all departments involved in such events
- Offers administrative support to the Vice Rector and other faculty/staff members as directed by the Rector
- Maintains alumni database
- Maintains Immediate Response Information System (IRIS) database for the Seminary
- Answers telephone calls when front office staff is unavailable
- Collaborate with other office staff to complete administrative tasks related to hospitality for overnight guests
- Other duties pertinent to Seminary-related operations as assigned

Skills, Knowledge and/or Abilities

- Be an active and practicing Roman Catholic in full communion with the Church
- Must have good interpersonal communication skills
- Must maintain a positive demeanor and exercise professional courtesy at all times
- Must have a high standard of "internal customer service" in interactions with other staff members and Chancery Office departments
- Must be able to maintain confidentiality in all matters
- Must be self-starting and able to complete job duties with minimal oversight
- Bi-lingual language skills (English and Spanish) preferred

- Must be highly proficient in using Microsoft Office products (Word, Publisher, Excel, etc.) and all other relevant computer software programs
- Must have [or be able to obtain the] ability to input, modify, and update local and web-based databases
- Must have ability to learn new software programs as needed
- Must be familiar with office machines such as a copier, postage meter, etc.
- Experience working with the general public
- Experience in an office environment
- Ability to solve practical problems while dealing with a variety of concrete variables
- Attend software training sessions as scheduled

Education, Training, and/or Experience

- Bachelor's degree preferred
- Experience in seeing projects through their full life cycle
- Minimum of 4 years working a Catholic environment or non-profit organization preferred

Please send cover letter, resume, and minimum salary requirement* to resume@archgh.org with **Administrative Assistant to the Rector, St. Mary's Seminary** in the subject line.

*Applications without a minimum salary requirement may not be given consideration.