



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

ADMINISTRATIVE ASSISTANT TO THE ATHLETIC AND FACILITY DIRECTOR

Reports To: Athletic and Facility Director

Job Status: 12 month, full-time, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) retirement savings program included.

Description: JSerra is seeking a detail-oriented individual to fill the role of Administrative Assistant to both the Athletic and Facility Directors. This position provides various kinds of administrative support to the Athletic Director, the Facility Director, the Athletic Department, and all JSerra sports programs. These duties generally relate to the daily office operations of these departments. The Administrative Assistant respects confidential information and conducts him/herself in conformity with JSerra School policies.

RESPONSIBILITIES

- Manages the Athletic and Facility Directors Schedules
 - Sets appointments, schedules meetings, provides overview of day, week, and month
- Communication
 - Receives and directs calls or takes messages
 - Manages athletics@jserra.org and Facilities@jserra.org email accounts
 - Coordinates with opposing schools regarding schedules and other relative information
 - Gathers dismissal needs for all sports and distributes to Academics and Athletics
 - Coordinates Transportation for Athletics
 - Confirms Officials for Athletic contests
- Office Manager
 - Oversees the management of School Dude
 - Work order entry and tracking
 - Schedule entry and management
 - Ad hoc reporting as needed
 - Coordinates supply needs
 - Stationary
 - Conference/Breakroom needs
 - Janitorial supplies
 - Maintains ambiance and décor of Athletics
 - Scheduling and communicating key dates for Athletics and Facilities
 - Completes purchase orders, payment requests and codes invoices
 - Coordinates and files contracts, maintains vendor files
 - Completes credit card expense reports

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal communication skills
- Strong computer skills; databases, schedulers and Microsoft excel
- Highly organized and procedural thinker
- Track record of success working in a team environment
- Ability to assist with event planning and execution

EDUCATION & EXPERIENCE

- 2 years of professional experience in database management, administration, accounting, or a similar role

- Bachelor's degree preferred
- Proven ability to manage tasks and meet deadlines with minimal oversight or supervision
- Proven ability to manage large amounts of information with accuracy

SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff