

Job Title:	Executive Assistant to the President	
Department:	Administration	
Reports to:	President	
Date:	9/8/22	

#### Job Status:

Exempt 🗌		Non-Exempt
Full-time 🛛	Part-time	

### **General Summary**

What is the primary purpose of this position?

The Executive Assistant to the President at St. Francis Catholic High School provides administrative support to the President of the school. The person in this role must possess a high degree of integrity as the position is exposed to sensitive and confidential information. This person must exercise good judgment and be able to make sound decisions without supervision. This is a full-time, hourly position.

# **Essential Responsibilities**

List all major job functions performed on a regular basis.

### All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Administrative support for the President Answer phones, greet visitors, sort mail, arrange meetings and appointments, maintain files, track budget, reconcile credit card expenditures. May be asked to handle preparation and follow up for donor cultivation meetings.
- Board of Trustees Coordinate Board meetings and Board special events, record meeting minutes, prepare Board reports.
- Events Organize other Presidential events, including coordination of the annual President's Benefactor Event in collaboration with the Advancement team, including location, setup, invitations and food.
- Front office and general school support Provide backup support to front office staff, ensuring adequate coverage during open hours. Provide note taking for employment interviews as needed. Foster and support an inclusive learning environment.

## Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.* 

Education:

High School graduate or equivalent. Bachelor's Degree preferred.



Job experience:

3-5 years directly supporting Executive level management. Experience in an academic setting preferred.

Technical/Functional skills:

- Exceptional written and verbal communication skills: Attention to grammar, punctuation, and spelling; clear and concise sentences when speaking to all different levels of co-workers and external constituents.
- Expert with office equipment computers, fax machines, copiers, phones.
- Proficiency in software applications word processing, spreadsheets, presentations, MS Office, Google Suite.
- Superior organization skills ability to focus on details, adapt to change, and manage multiple projects to meet deadlines.
- Ability to establish and maintain collaborative relationships with cross-functional coworkers, external colleagues, donors, and volunteers.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students.

Other Requirements:

- Attendance at evening and weekend events may be necessary.
- Other duties may be required as needed.

Employee Signature:

Supervisor Signature:

HR Signature: