

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Administrative Assistant for Campus Ministry
Department:	Campus Ministry
Reports to:	Director of Campus Ministry
Date:	1/10/23

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/> 11-month	Part-time <input type="checkbox"/>
Salary range: \$18-\$20 per hour	

General Summary

What is the primary purpose of this position?

The Administrative Assistant for Campus Ministry is an active, practicing Catholic who provides administrative support to the Campus Ministry team and department. This person plays a key support role in campus liturgies, retreats, student ministry events, community celebrations, and Christian service opportunities. In collaboration with the other members of the Campus Ministry team, the Administrative Assistant for Campus Ministry is responsible for the efficient functioning of the department and its spiritual support of the faculty, staff, students, and families. This position is a full-time, 11-month 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.

- Retreats:
- Provides administrative support for effective retreat operation, including the creation of and processing of online student registrations, tracking financial aid, processing online payments, scheduling transportation, creating rosters, and parent communication.
 - Creates the playlists and songbooks for the Kairos Retreat Program, coordinates retreat reunion events, and memorializes retreats with photos.
- Campus Ministry:
- Attends and assists with ministry events, including family liturgies, retreats, service opportunities, and community celebrations.
 - Represents and promotes the goals of Campus Ministry at family events such as Back-to-School Night, Open House, and Parent Information Nights.
 - Coordinates and assists with on-campus events such as St. Francis Day.
 - Supervises student interns and assists with the Big Sister program.
 - Represents the needs of the department at facility meetings.
 - Provides administrative support to the department, including the management of program supplies and facility needs.



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- Provides Campus Ministry information for various internal and external publications such as homeroom announcements, the Principal's Newsletter, the school web page and social media postings.
- Creates promotional materials for Campus Ministry programs.

Christian Service:

- Provides administrative support for service trips, including the creation of online application forms and the processing of applications and reports.
- Maintains and files annual student service records.

Student Engagement:

- Monitors students in the Campus Life Center; maintains the Campus Life Center reservation calendar.
- Coordinates mentor ministry program for transfer students (Troubuddy).
- Draws students to responsible participation in the life, mission, and work of the Catholic faith community.
- Builds relationships with the students, evangelizing and empowering them as young disciples.
- Fosters the personal and spiritual growth of the students.

School-wide Liturgies and Prayer Services:

- Actively participates on the Liturgy Committee.
- Creates PowerPoint presentations for the school-wide liturgies and prayer services.
- Organizes and communicates school-wide chapel availability for rosaries, adoration, and prayer.

Job Specifications/Requirements

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

Education:

High School diploma or equivalent; Bachelor's Degree in a ministry-related field preferred.

Job experience:

Experience in campus or parish ministry with high school aged students preferred. Experience in an academic setting preferred. Experience in a support or administrative role required, including experience working with Google-based products, CampBrain Database, or similar database work.

Technical/Functional skills:

- Excellent pastoral skills, demonstrated caring for students.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Ability to communicate clearly and accurately, both verbally and in writing.
- Ability to exercise sound judgment, initiative, and function effectively under pressure.



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- High quality skills in drafting memoranda, correspondence, email, newsletters, and flyers.
- Ability to proofread, edit, and format documents.
- Advanced knowledge of database design and function such as: CampBrain, Blackbaud/Education Edge
- Basic knowledge in computer applications such as: Google Platform, MS Word, Excel, PowerPoint, Haiku/Powerschool, Publisher, Adobe Photoshop, InDesign, iMovie, iTunes/iPod software and hardware, Spotify

Other Requirements:

- Must be an active, practicing Catholic.
- May require additional hours or working a flexible schedule to accommodate weekend and night events.
- Other duties may be required as needed.

Employee Signature:

Supervisor Signature:

HR Signature: