

Saint Joseph Catholic School

Job Announcement: Full Time Administrative Assistant

Saint Joseph Catholic School is looking for a faith-filled, enthusiastic, collaborative, detailed orientated, and experienced **Full-Time Administrative Assistant**. Duties include coverage of the front desk to greet and assist students, parents, and visitors; scheduling, written and electronic correspondence, maintaining office and school supplies, scheduling vendors and substitute teachers, and processing and maintaining vital student records. The ideal candidate will possess an Associate's or Bachelor's Degree, with three or more years of school environment experience. Candidates must be willing to complete all necessary screening and education for the protection of children. Interested applicants should submit a cover letter, resume and references to Nick Blanco, Principal, Saint Joseph Catholic School, 127 N. Howes St., Fort Collins, CO 80521 or nblanco@gosaintjoseph.org.

Additional responsibilities include but are not limited to:

- Primary coverage of the front desk-greeting and assisting all visitors, parents, students, and staff
- Answering emails and phone calls and direct all inquiries to appropriate place
- Manage and support all aspects of the student enrollment and registration process
- Monitor and track enrollment changes and support the Principal in managing enrollment to targets
- Manage a timely attendance process and all parent attendance notifications
- Create and maintain a comprehensive school calendar
- Support field trip planning and logistics working with both teachers and chaperones
- Collect and maintain student information and records
- Manage the ordering of instructional books and resources
- Maintain office and school supplies and inventory
- Handle daily minor medical needs of the students including administering medications and providing minimal First Aid if needed; communicate with parents as necessary

Educational Requirements

The minimum educational requirements to become a School Administrator are an Associate's or Bachelor's Degree in a business-related discipline or certification from the International Association of Administrative Professionals (IAAP), Certified Administrative Professional (CAP) or previous school office experience.

Additional Requirements

Preferred qualifications include: the ability to learn new things, basic technical skills, organization, care with confidential information and documents, outstanding customer service, excellent verbal and written communication skills, and problem-solving and critical thinking. As the school administrator work in an environment with children, they must have completed safe environment training through VIRTUS within the Archdiocese of Denver, have been fingerprinted and had a criminal background check, agree to the Archdiocese of Denver Standards of Ministerial Behavior, and have positive references or recommendations. The Administrative Assistant must also be extremely proficient at using computers, particularly Microsoft Office programs, such as Excel and Office. Experience with Sycamore Education is a plus. Full Time Administrative Assistant time requirements include full time hours during the school year with School Breaks if all administrative work is up to date as needed by the Principal and/or Business Office; Flexible Part-Time to Full- Time hours during the Summer Break or as needed.