

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Administrative Assistant, Office of Religious Life **FLSA:** Nonexempt
Reports To: Assistant for Religious Life

LOCATION: St. Louis/West Pine

General Summary: The Administrative Assistant is responsible for providing clerical support and related services to the Provincial Assistant for Religious Life and/or professional staff for the department. The Administrative Assistant performs general office procedures in order to assist the Director and departmental staff in completing the necessary administrative tasks of their work

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares general correspondence, reports, minutes, agendas, and other such documents as requested by the Assistant for Religious Life. May assist in gathering data for documents.
2. Receives, reviews, sorts and prioritizes the mail. Alerts the Assistant for Religious Life of any items of particular significance. This includes electronic mail.
3. Assists with many aspects of planning and helping to organize special events associated with the Office of Religious Life. This part of the job can be very time consuming at certain times of the year when it comes to offering support to the Area Coordinators for jubilee celebrations; registering Brothers for annual retreats; etc.
4. Answers, screens and places calls for the Assistant for Religious Life. Responds to calls requesting general information.
5. Maintains an accurate filing system for the Office of Religious Life.
6. Works with the Assistant for Religious Life in organizing a system for Vow Renewals (i.e., consultation forms; evaluation; etc.)
7. Responds to requests from Marianist priests and the vowed religious who need suitability letters and priestly faculties; keeps a record on file of the requests and letters.
8. Orders and maintains various supplies. Maintains office equipment in good working order; recommends items for purchase as needed. Assists with keeping the office areas in a neat and orderly fashion.
9. Assists in providing support to the Province Director of Vocations when asked.
10. Coordinates appointments for the Assistant for Religious Life. Assists with calendaring and assures that all systems are in sync (i.e., phone calendar; desk calendar).
11. Completes routine or special projects as assigned.
12. Assists with travel arrangements, reservations, appointments, etc. when asked.
13. Sends out in the name of the Assistant for Religious Life prayer notices and death notices on a weekly basis. Keeps a daily record on file of prayer requests in a "prayer binder". For nine days keeps a picture of a Brother who has died on display in the West Pine Office.
14. Performs other related tasks as directed by the Assistant for Religious Life.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Appropriate level of secretarial experience.
2. Basic knowledge of the Catholic Church and Religious Life
3. Working knowledge of commonly used concepts, practices and procedures in the accounting field.
4. Ability to manage several complex writing and research projects simultaneously and work with strict deadlines
5. Experience in clerical functions.
6. Excellent oral and written communication skills.
7. Excellent organizational and time management skills.
8. Ability to maintain confidentiality and to establish and rearrange priorities.
9. Proficiency in using computers and other office equipment.
10. Available for evening and weekend work when needed.
11. Available to travel if needed.
12. Openness to learning about the Marianist charism as it is articulated and promoted from the Province Offices.

WORKING CONDITIONS

General Office setting.

ACCOUNTABILITY

The Administrative Assistant is directly accountable to the Assistant for Religious Life.

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee:	Date:
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Supervisor:	Date:
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