

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

<u>TITLE:</u>	Administrative Assistant - PULSE
<u>FLSA:</u>	Hourly (maximum of 35 hours per two-week pay period)
<u>REPORTS TO:</u>	Coordinator, Marianist PULSE
<u>LOCATION:</u>	Dayton, OH - University of Dayton Campus (Alumni Hall)

Marianist **PULSE** (Partners in Urban Leadership, Service and Education) is a post-graduate, servant leadership and social justice initiative sponsored by the Marianist Province of the United States. It is a means of sharing the Marianist charism through energetic men and women who want to make a positive impact on an urban community. PULSE volunteers make a one-year commitment to live with fellow volunteers in a lower-income neighborhood of Dayton, Ohio. They will work full-time at a local non-profit agency, gaining valuable leadership and career skills.

General Summary: The Administrative Assistant is responsible for providing general clerical support and related services to the Coordinator. The Assistant performs general office procedures in order to assist the Coordinator in completing the necessary administrative tasks of their work.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

(May perform some or all of the following tasks.)

1. Assisting Coordinator with scheduling, ordering, logistics, office tasks and program support
2. Assist with communications and marketing (newsletters, program updates, brochures, website content, etc.)
3. Assist with financial documents (budget, check requests, invoices, expense reports, online bill payments, etc.)
4. Participate in weekly check-in meetings with Coordinator.
5. Serve as VIRTUS liaison for training and compliance with the Archdiocese of Cincinnati.
6. May need to respond to calls requesting general information. Alerts the Coordinator of any items of particular significance, especially when Coordinator travels
6. Completes routine or special projects as assigned. May need to assist event and program coordination. This may include travel arrangements for participants and guests
7. Other related duties, as requested^[SEP]

QUALIFICATIONS AND EXPERIENCE:

1. Willingness to support the vision and values of the Marianist Family^[SEP]
2. Excellent oral and written communication skills
3. Exceptional ability to work with others. This includes on-site office personnel, as well as participants and stakeholders of the PULSE program^[SEP]
4. Computer proficiency. Working knowledge of Gmail, Microsoft Office, Outlook, Power Point, Excel and other specific programs used for PULSE^[SEP]
5. Able to maintain confidentiality in dealing with sensitive personnel & office issues^[SEP]

6. Excellent organizational and time management skills
7. Ability to establish and rearrange priorities and remain flexible with time & duties
8. Able to work independently, with minimal supervision
9. Ability to work occasional nights and weekends (several times per year)

ACCOUNTABILITY: The Administrative Assistant is directly accountable to the Coordinator of Marianist PULSE.

REASONABLE ACCOMMODATIONS: Work is generally in an indoor setting. Ability to travel alone by plane and car. Must be able to use telephone (hear and speak) and use a computer. Must be able to handle, lift objects and or materials of up to 20 pounds. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Please send resume and cover letter to megarcia@sm-usa.org

Applications accepted on a rolling basis for immediate hire. Anticipated start date May 2020.