



Administrative Assistant to the President Rector

Purpose and Function of Position

St. Mary's Seminary & University, America's first Roman Catholic Seminary, seeks an enthusiastic and engaging professional for the position of Administrative Assistant to the President Rector. Reporting to the President Rector, the Administrative Assistant manages and performs clerical duties and communications of the President Rector's office. In addition, the Administrative Assistant is responsible for assigned duties related to Board of Trustees communications and meetings, and keeping and preparing the official copy of Board of Trustees minutes. It is preferred that the incumbent be a practicing Roman Catholic with a good understanding of Church organizations. More information about St. Mary's may be found on our website: stmarys.edu

Classification

Fulltime (40 hours/week, exempt position).

Qualifications

- a) Practicing Catholic with strong understanding of Church organizations preferred.
- b) Bachelor's degree; but those with a master's degree given preference.
- c) 6-8 years of progressively responsible professional experience in senior level administrative support work. Supervisory experience helpful.
- d) Ability to maintain confidentiality with respect to documents and communications, exercising prudence and discretion in assessing levels of confidentiality required.
- e) Independent worker able to manage multiple complex projects, often simultaneously, establishing timelines and deadlines presented to President Rector demonstrating the ability to move multiple tasks and projects forward efficiently and effectively without oversight.
- f) Ability to manage communications from students, faculty, administrators and other faculty members providing feedback to requests in an efficient manner and discern the need for supervisory input.
- g) Technology/Application skills:
 - o Expertise in creating and managing databases;
 - o 10-key proficiency;
 - o Experience preparing bulk copies and handouts.
 - o Quick learner of computer systems.
 - o Prior knowledge of *Raiser's Edge* and *Jenzabar* helpful.
 - o Possesses the technological knowledge and experience to be able to troubleshoot computer, audio-visual, and multi-media equipment.
- h) Strong time-management, problem-solving, and communication skills.
- i) Demonstrated skill and effectiveness in all forms of communication: written, verbal, observational, presentation, and listening.
- j) Strong skills in leadership and problem-solving with peers and supervisees.
- k) Ability to interact effectively, discretely, graciously, and diplomatically with diverse groups both internal and external to the seminary and university.

- l) Demonstrated expertise with Microsoft Office Suite software, email and reports. Excellent writing and proof-reading skills.
- m) Ability to work collaboratively and as member of a team with administrative assistants and members of other departments.
- n) Ability to work effectively under pressure, managing projects successfully even when they have conflicting goals.
- o) Positive professional attitude, demeanor and dress.
- p) A willingness to work evenings and weekends when necessary to complete important tasks and projects according to established deadline.

Applying

St. Mary's is in the Roland Park neighborhood of Baltimore. The position includes generous benefit and compensation package commensurate with experience. *A successful candidate will be subject to a pre-employment background check.* St. Mary's Seminary & University is an equal opportunity employer. Review of applications will begin immediately, and the position will remain open until filled.

Application Procedures: Please submit electronically a:

1. Cover letter including salary requirements,
2. Résumé
3. List of three (3) work-related references, including their contact information (title, email and/or phone number).

Submit to jobs@stmarys.edu with position title in subject line.