



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

ADMINISTRATIVE ASSISTANT – STUDENT AFFAIRS OFFICE

Job Summary: U of D Jesuit is seeking an Administrative Assistant - Student Affairs Office (AASAO). The administrative assistant provides clerical and administrative support to all aspects of the attendance process and a wide variety of student activities. The AASAO communicates with students, parents, faculty, and staff on behalf of the Student Affairs Office. The AASAO provides organizational assistance and cooperation with all school departments in arranging and managing student activities. The AASAO maintains and enters student data in the school records management system (Blackbaud – K-12), answers the phone, greets visitors to the office, maintains student files, and generates and processes reports.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures: Submit cover letter, resume, and a completed non-teaching application form (located on this webpage) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Reports to: Assistant Principal for Student Affairs

Employment Category: Full-time, Non-exempt, 11-month

Duties and Performance Responsibilities:

General Administrative and Clerical Support

- Processes mail notification letters/disciplinary reports (with copies to appropriate internal parties) for parents of students on disciplinary probation or as requested by the Assistant Principal for Student Affairs.
- Answer questions and provide assistance to students, faculty, staff, and parents.
- Greet and assist visitors directing them to sign in and obtain a nametag.
- Contact students both before and after school with homeroom, electronic, and hand-delivered notes.
- Arrange for hand-delivery of notes as needed.
- Utilize announcement system to page students after school when necessary.
- Maintain classroom supplies inventory.
- Assist the Principal's Office with subbing procedures as needed.
- Ensure student files are kept up-to-date (e.g., include all attendance-related notes, health notes, JUGS [detention records], etc.)
- Distribute medication/ice when nurse is not available.

Attendance Processing

- Record and maintain attendance information on daily call sheet and follows up with parents of students marked absent but not reported by parents.
- Enter and maintain student attendance in the Blackbaud system.
- Notify Assistant Principal for Student Affairs and other personnel regarding significant attendance issues in a timely manner.
- Process daily homeroom attendance slips.
- Process attendance records and compile data as basis for disciplinary consequences and communicates results with students, parents, and school counselors. Provides copies for counselor and student file.
- Provide counter assistance to students with appropriate absence/tardy slips for entrance to class.
- Monitor seniors checking out for and returning from Off-Campus Privilege.

Discipline Processing

- Update and process all disciplinary referrals assigned in the Blackbaud system.
- Generate daily JUG assignments and posts in the Student Affairs Office.
- Prefect or start JUG for the Assistant Principal for Student Affairs when needed and monitors students serving disciplinary consequences in Student Affairs Office.

Other

- Prepare and maintain student and faculty parking tags and records.
- Maintain Lost and Found
- Other duties and responsibilities as assigned.

Qualifications and Experience:

- High school diploma required. Some college preferred.
- Two years of administrative assistant experience required. Five years in a comparable position preferred.
- Proficiency with Microsoft Office Suite, Google, and Adobe software.
- Willingness and ability to become proficient with other computer software and systems as needed.
- Supplemental coursework or certification in secretarial science, office systems, or business preferred.
- Prior customer service experience required.

Other Skills and Abilities:

Knowledge of:

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- School organization, operations, policies and objectives.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Financial and statistical record-keeping techniques.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Assistant Principal of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications for the Assistant Principal.
- Speak effectively to individuals and before groups of students, parents or employees of the school organization.
- Communicate effectively, both orally and in writing.
- Operate and demonstrate proficiency with a variety of office equipment, including computer, assigned software, copier, fax, calculator, etc.
- Compose correspondence and written materials independently or from instructions.
- Establish and maintain a variety of filing systems.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Type or input data at 60 words per minute.
- Maintain records and prepare reports.
- Complete work despite many interruptions.

- Maintain a professional demeanor at all times.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality at all times.

Physical Working Conditions:

- Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).
- Prolonged periods sitting at a desk and working on a computer.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Climbing stairs.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.
- Some tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-25 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.