

**St. Mary's Academy
Employment Posting for Administration**

Job Position: Athletic Department Administrative Assistant

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking an Administrative Assistant supporting the Athletic Department. The position serves as a point of contact for internal and external stakeholders and ensures the seamless flow of the athletic office. The ideal candidate has a passion for athletic programs and is self-directed, collaborative, and able to multitask. This is a full-time, 12-month, non-exempt position and reports to the Athletic Director.

Major Duties and Responsibilities:

- Positively helps to ensure the seamless flow of K-12 athletic programs by serving as a first point of contact for staff, coaches, parents, and students;
- Accurately and efficiently conducts normal administrative tasks such as processing expense reports, invoice processing, supply orders, meal arrangements, office files, etc.;
- Responsible to coordinate game admissions, game workers, and/or cash boxes;
- Ensures CHASSA compliance, mandatory CPR training, concussion training, mandated reporter and other SMA athletic requirements;
- Supports the hiring processes by conducting background checks, creating contracts, obtaining badges, and hosting orientation meetings;
- Serves as a key resource in the collecting, managing, and maintaining student athlete physical forms as well as parent forms;
- Handles high volume of calls and emails and ensures follow-up with the "voice" of SMA;
- Drafts, proofs, and prepares professional correspondence to staff, parents, and students;

- Ability to recommend and implement process improvement strategies that result in operational effectiveness;
- Other tasks as assigned; and,
- Adhere to and support the mission of St. Mary's Academy.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree required
- Proficient in Google Suite, Social Media web platforms
- Can manage sensitive information with the highest degree of integrity and confidentiality
- Proven ability to oversee multiple projects in a concurrent fast-paced and busy environment
- Excellent organizational skills with a focus on accuracy and attention to detail
- A sense of resonance with the St. Mary's Academy mission

Salary/Benefits:

The salary range for this full-time, 12-month, non-exempt position is \$25 - \$27 per hour dependent upon experience. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter and resume to Morgan Stevens, Administrative Assistant, at mstevens@smanet.org.