



TITLE: EXECUTIVE ASSISTANT / HUMAN RESOURCES

QUALIFICATIONS:

1. Commit to the mission of Catholic education.
2. Perform general clerical duties.
3. Human resources experience is a plus.
4. Manage multiple tasks in an organized and self-directed manner.
5. Excellent communication skills, orally and in writing.
6. Customer service experience.
7. Be proficient with Microsoft Word, Excel, and Publisher.
8. Function as secretary for office and meetings.
9. Gather data from all schools and generate reports.
10. Work well with or without supervision.
11. Office administration.

REPORTS TO:

President and Finance Officer

JOB GOAL:

Assist all personnel within the Administration Office with paperwork and other duties assigned to ensure maximum attention can be devoted to the central challenges of educational administration.

PROFESSIONAL RESPONSIBILITIES:

1. Primary phone receptionist.
2. Assist visitors in a friendly and professional manner.
3. Manage office calendars and create appointments for President and Finance Officer as directed.
4. Data entry as directed.
5. Prepare correspondence as directed by the President, Finance Officer, and/or School Board.
6. Manage School Board mailings.
7. Record, type and retain minutes for the School Board and any committees or meetings as designated by the President, Finance Officer, and/or the School Board.
8. Assist the School Board and committees by providing information, developing reports and various other clerical duties.
9. Copy, mail, file, and maintain records of all salaries & benefits for school personnel.
10. Maintain personnel files and update records of employment for Billings Catholic Schools employees, maintaining confidentiality.
11. Assist with employee additions and changes to benefit plans (health insurance, retirement, etc.).
12. Maintain records on Safe Environment courses taken by employees.
13. Set up and maintain student bussing information and work with families and the bus company on bussing needs.
14. Set up interview information, call applicants, and maintain job application records.
15. Update and distribute lists of substitutes and maintain the files.

16. Create documents, forms, spreadsheets, graphs, and reports as needed.
17. Create and update directories for staff and committees.
18. Assist with grant requests.
19. Assist committees/other departments with clerical duties when needed and does not interfere with duties for the President and/or the School Board.
20. Create and update school calendar each year.
21. Procurement of office and stationary supplies.
22. Type and mail thank you letters for Billings Catholic Schools' donations.
23. Assist with revision and printing of St. Francis parent/student handbook, Daycare handbook, Personnel handbook, and curriculum guides.
24. Maintain President's files, as directed by the President.
25. Other duties as directed by the President, Finance Officer, and/or the School Board.

TERMS OF EMPLOYMENT: Twelve (12) month year.
 Hours: Full Time, 40 hours per week.
 Salary negotiated.
 Probationary period is 90 days.

EVALUATION: Yearly by President and/or Finance Officer

*** I have been provided a copy of this job description. By signing this form, I am stating that I am capable of performing the duties of this position and will do so to the best of my ability.**

Employee Name: (please print)

Date:

Employee Signature

Supervisor Name and Title: (please print)

Date:

Supervisor Signature: