

Job Description

Job Title: Administrative Assistant

Physical Strength: Moderate

Department: Seminary

Job Status: Regular/Full-time

FLSA Status: Non - Exempt

SUMMARY

The Administrative Assistant provides confidential administrative and clerical support for the Seminary Registrar and Seminary Administration, which include the President-Rector (PR) and members of the President-Rector's Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties will be assigned as needed to meet Seminary needs.

- Supports multiple Seminary projects at any given time.
- Seminary Records
 - Constructing files and maintaining files
 - Admissions files
 - Financial Aid files
 - International Student files
 - Permanent Records upkeep and audit
- Data Entry
 - Input admissions information into SIS
 - Input transfer credits/tracking sheet information into SIS
- Transcripts – processing, preparing and mailing transcript requests
- Classroom and Event Scheduling
 - Scheduling courses and exams
 - Scheduling classrooms for seminary use
 - Scheduling academic and other seminary meetings and events
 - Coordinates the seminary liturgy schedule
- Works with Academic Dean
 - Agenda and Minutes for faculty meetings
 - Scheduling academic meetings and events
- Assists with the annual placement of students in Pastoral Assignments in consultation with the Director of Pastoral Formation, including transportation arrangements
 - Acts as liaison with existing sites and supervisors
 - Introduces students to sites, supervisors, and expectations
 - Coordinates biannual seminarian pastoral placement evaluations, including maintaining and distributing the evaluations and associated documentation
- Works with PR Executive Assistant
 - Assist with planning annual Episcopal Council
 - Assist with planning Board of Directors meetings
 - Provide backup as needed
- Works with Coordinator of Human Formation
 - Development and maintenance of evaluation templates, forms and spreadsheets
 - Creation of final evaluation and supporting documents
 - Proofread before sent for accuracy
- Assists Registrar with Graduation and Commencement preparations and ceremonies
- Serve as DSO for F-1 Visa Students
 - Work with PDSO to advise and assist visa students with maintaining status
 - Stay up to date with training and developments with regards to student visas
- Frequently interacts with individuals both within and outside of the Seminary.

Job Description

- Maintains a positive work atmosphere by acting and communicating in a manner which facilitates positive working relationships with constituents, monks, co-workers and management.
- Exercises initiative in performing a broad range of administrative support and clerical duties, which may include:
 - Written correspondence
 - Coordination of mailings; retrieval and distribution of mail and messages
 - Data entry: maintenance of files and record systems maintaining files and record systems which may include confidential and/or time-sensitive material
 - Assists the Business Office in preparation of forms and reports including student billings, phone lists and rosters
 - Proofing and monitoring of bulletin board postings and email correspondence to email groups.
 - Ordering and maintenance of office supplies, coffee, and general hospitality
- Serves as staff member for Faculty Meetings and for the Board of Directors and Episcopal Council meetings as assigned.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey and Seminary.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset
- Strong verbal and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Working knowledge and understanding of (a) the Catholic Church, (b) academic institutions, (c) Catholic Abbey and Seminary environments desired; expectation is that this knowledge to be acquired within the first six months in the position.
- Ability to adhere to regulations, policies and procedures and to rely on relevant experience and judgment to plan and accomplish goals.
- Must be available for occasional weekend and/or evening work
- In order to provide our guests, students and employees with a pleasant and healthy experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent required, Bachelor's degree preferred
- Minimum of two (2) years administrative support experience, preferably in an academic setting
- Experience in successfully managing multiple project priorities

LANGUAGE SKILLS

Strong verbal and written skills

MATHEMATICAL SKILLS

Solid basic math skills

COMPUTER SKILLS

Solid computer skills, including a strong working knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of Mac computers and the internet.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds
- Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment, with occasional exposure to adverse weather conditions when travelling between buildings.

Application Process

Timeline:

- Application Deadline: November 10, 2025
- Estimated Start Date: asap

Required Materials: Submit to hr@mtangel.edu

1. Cover letter explaining your qualifications and interest in this opportunity
2. Current resume highlighting relevant experience

Process:

- Initial phone screenings with selected qualified candidates
- Final candidates – onsite interviews
- Reference and background verification for final candidate

Hourly:

\$18.00 - \$24.00 DOQ

Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.