

Job Description

Job Title: Executive Assistant-Seminary
Department: Seminary
Reports To: Seminary President-Rector
Job Status: Regular/Full-time (40 hours/week)

FLSA Status: Exempt
Physical Strength: Moderate

SUMMARY

Under general supervision, the Executive Assistant provides confidential administrative and clerical support for the President-Rector, his office and associated activities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Maintains a positive work atmosphere by acting and communicating in a polite, friendly, respectful, professional manner which facilitates positive working relationships with constituents, monks, co-workers and management.
- Maintains strict confidentiality in all matters.
- Exercises initiative in performing a broad range of executive support and clerical duties, which may include:
 - Drafting correspondence based on previous examples and/or direction given.
 - Proofreading and ensuring accuracy in all correspondence and documents.
 - Providing confidential assistance to the President-Rector and Seminary Administration, as needed.
 - Screening of telephone calls, scheduling appointments and maintaining electronic calendar and Office of the President-Rector filing systems.
 - Responding to emails connected with the Seminary, calendar and President-Rector office.
 - Preparation of all draft correspondence for the President-Rector, including those of a time sensitive and/or confidential nature.
- Maintains files for the Office of President-Rector for the Seminary Board of Directors, Episcopal Council, P-R Council, and Registrar.
- Prepares materials and attends meetings of the Seminary Board of Directors, Episcopal Council, P-R Council and Faculty to record minutes, decisions and action items.
- Maintains Episcopal Council database and Google mailing lists for Episcopal Council, Bishops, Vocation Directors, P-R Council, and the Board of Directors.
- Prepares annual seminarian evaluation cover letters for the President-Rector for all diocesan/monastic seminarians.
- Maintains master student spreadsheet for use to mail merge, evaluation cover letters, ministry letters, and all other mailings to the Episcopal Council.
- Prepares documentation for sacramental ministries and correspondence to Bishops regarding ministries applications; verifies list accuracy with relevant formation director.
- Prepares, verifies accuracy and distributes signed certificates for all ministries.
- Prepares letters of admission/acceptance with Admissions Board recommendations and maintains student database; prepares and ensures accuracy of sacramental files.
- Drafts cover e-mails for Bishops regarding semi-annual grades.
- Maintains Seminary and P-R Council electronic calendar and posting of calendar on a weekly basis.
- Responsible for all Seminary room bookings.

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- Maintains letters of good standing database.
- Coordinates food requisitioning from kitchen for all meetings held for the President-Rector, Board, or outside agency who may use the Board room (Archdiocese).
- Arranges for AV equipment as needed for usage in the Board room.
- Ensures Accreditation Office has current copies of Board Principles of Governance, Board Member listing, Board minutes, Board Action Log, Pastoral Council constitution, Episcopal Council, P-R Council; maintains/updates records as needed.
- Provides assistance to Business Office as needed with tasks such as check requisition, donation deposits, data entry, budget spreadsheets, creating and maintaining files, etc.
- Maintains spreadsheet of contacts for Christmas and Easter cards, mail merging to labels and preparing cards for mailing.
- Coordinates with Communications and Development office to ensure all seminary documents and media are correctly formatted to Abbey standards.
- Maintains all President-Rector receipts and prepares credit card reports in timely manner.
- Recommends additions/revisions to office policies and procedures as needed to streamline office activities and/or increase productivity.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey and Seminary.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee 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.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a polite, friendly, respectful, professional manner which facilitates positive working relationships with customers, volunteers, monks, co-workers, students and organizational leadership.
- 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, organizational skills, multi-tasking abilities, detail accuracy and a personal commitment to outstanding work and 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 accuracy, detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated

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ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.

- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- 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 friendly 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

- Bachelor's degree preferred.
- Minimum three years of experience supporting a professional team at a high level.
 - At the executive level
 - Working in an academic setting
 - In a role requiring the successful management of multiple project priorities

LANGUAGE SKILLS

Strong verbal and written skills.

COMPUTER SKILLS

Solid computer skills, including a strong working knowledge of Microsoft Office (Excel, Word, Adobe, Zoom/Virtual Meetings and PowerPoint), calendaring, database expertise 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.