



Position: **Full Time Secretary/Administrative Assistant (Hiring immediately)**

Date Posted: 4/8/2024

Send resume to: Rachael Rizzo, Principal
Email: principal@sspshamburg.com

Type of Employment: Summer: Part-Time If part-time, # of hours per week **Full-Time:**

Job Title of Open Position: Administrative Assistant

Salary: \$16.00-\$17.00 per hour (Commensurate upon experience) Salary will be: hourly other

Employer: SS. Peter and Paul School Principal Department Main Office

Location Address: SS. Peter and Paul School
68 E Main Street
Hamburg, NY 14075

Employer website: <https://sspssaints.org/>

Brief Job Description

- To assist and support the Principal with strict confidentiality.
- Respond to standard procedural questions and reports problems/issues in confidence to the Principal and/or others as appropriate.
- Maintain a welcoming, professional atmosphere in the main school office, greets and assists staff, students and visitors.
- Assist the faculty and staff as needed.
- Perform a wide range of administrative and office support activities to facilitate the efficient operation of the school.
- Lend support, as determined by the Principal, to the Business Manager
- This position requires a thorough knowledge of critical school functions, office procedures, and applicable Diocesan and school rules, regulations and policies.
- Assist with registration of new students, and maintaining up-to-date contact information, attendance, etc. in e-school

Essential Duties & Responsibilities

- Performs a variety of office/secretarial duties including, but not limited to: record keeping, filing, answering phones, greeting visitors, managing incoming and outgoing mail.
- Happily greets students in the morning and assist with late arrivals.
- Serves as first contact for the public coming into the school, and follows all safety and security measures in place by the Principal
- Exercises considerable discretion in the protection and release of confidential information with guidelines set forth by the Principal.
- Assists, when needed with faculty room cleanup and library organization/upkeep.
- Assists AIS, Safety, and MST Grants as needed.
- Assists with Textbook Organization, Ordering and Budget.
- Assists with NCEA, Mandated Services and BEDS Reporting
- Monitors all school-related Protecting God's Children/VIRTUS accounts- ensure readings are up to date, new faculty/staff are enrolled, and prepare the May Diocese audit for VIRTUS.
- Works with the staff and Diocese to unsuspend VIRTUS accounts.
- Arranges with PK-8 Faculty, their attendance at Empowering God's Children mandated classes.
- Prepares weekly Church bulletin articles for Principal review.
- Sends transcripts and grades to area Catholic High Schools in November.
- Sends transcripts and grades to all area High Schools and grade schools for students transferring out.
- Prepares cumulative record cards and file folders for all new students.
- Maintains bookstore supplies and storage closet. Box and label enrollment forms and withdrawals. Shred forms as needed according to Diocese regulations.
- Opens and sorts incoming mail and prepares outgoing mail. Goes to the post office, as needed.
- Types needed correspondence for school including but not limited to form letters and reports.
- Answers and screens all incoming calls, responds to questions, directs calls to appropriate individuals and takes messages.
- Contributes to weekly Administrative Update from August - June.
- Creates a monthly calendar for faculty, staff and community—updates the office calendar each month.
- Works with principal, priest and faculty on contracts.
- Orders office supplies and teacher supplies.
- July/August- focuses on yearly calendar, summer newsletter, school map update, copies for faculty meetings and professional development, updates staff demographic information
- May/June- focuses on end of year forms such as: intent, class placement, supplies and inventory
- Works with Principal to: prepare end of year diplomas, award certificates, Hope Ribbon ceremony ribbons and programs, order 8th grade graduation caps and gowns, print awards for graduation, print diplomas, create and print graduation program, order 8th grade awards, NJHS ribbons, and Valedictorian/Salutatorian ribbons

Qualifications: Required Education/Experience

- High School Diploma or higher, and two to three years of customer related service
- General clerical experience in a professional environment

- Proficient in Microsoft Word, Microsoft Excel and Google Suite platforms
- Experience with e-school preferred, but not required. Training will be available.
- Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Desired Skills

- Ability to create and maintain positive working relationships with students, staff, and the community.
- The ability to communicate clearly and concisely both in oral and written form.
- Demonstrate awareness of all Diocese requirements and School Board policies.
- Ability to use a personal computer and related software.

How to Apply: By Mail E-Mail ***Hiring ASAP***