



Date Posted: March 2022

Send resume to: Jenny Bainbridge, Principal
jbainbridge@stjohnskenmore.com

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

Job Title of Open Position: Administrative Assistant

Salary: Commensurate upon experience/education

Employer: St. John the Baptist School

Location Address: 1085 Englewood Avenue
Buffalo, NY 14223

Employer website: www.stjohnskenmore.com

Job Description

In search of a candidate to fill the role of administrative assistant in the school office, under the direction of the Principal and the Office Manager. The candidate should be a dedicated, hard working individual who will be responsible for coordinating and performing a wide variety of secretarial duties.

Essential Duties & Responsibilities may include:

- Provide secretarial and administrative support to school administration.
- Prepare and maintain a variety of reports, records, and files relating to students, staff, operations, and activities, including those of a confidential nature.
- Serve in school secretarial duties including the writing of correspondence, preparation and distributions of communication, answering of phone calls, and greeting of visitors.
- Collect, compile, organize, and record a variety of data related to student life including attendance, transfers, enrollment, textbook acquisition, and student activities (e-school, BEDS reports, and other academic reporting).
- Prepare and maintain related records, logs, and files.
- Ensure compliance with financial, legal and administrative requirements.
- Collect and account for fees and/or funds from student events for the purpose of ensuring the accuracy and timely completion of transactions in accordance with the Parish Business Office.
- Operate and maintain a variety of office equipment including computer, copiers, laminator, and other school equipment.
- Maintain a variety of computerized and manual records and files for the purpose of providing reliable information.
- Run work related errands as needed.

Qualifications: Degree Requirements/Experience

- High School Degree or equivalent
- Experience as a secretary or related office position

Desired Skills

- Knowledge of enrollment management systems
- Sales and marketing skills
- Basic knowledge of computer, email, and internet use (including Microsoft Office and GSuite Applications) for word processing, data management, information retrieval, and telecommunications.
- General bookkeeping, organizational, and filing skills
- Ability to communicate effectively with a wide variety of individuals (parents, students, teachers, parish staff, visitors, etc.) and appropriate phone etiquette.
- VIRTUS Certified and background checked Volunteer management

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **ASAP**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)