



Administrative Secretary Secretariat of Catholic Education

Position Description

The Administrative Secretary provides secretarial, clerical and general office support services to the Assistant Director for Certification of Ecclesial Ministry and other staff members of the Secretariat of Catholic Education in order to enable effective operations as they implement programs and projects of the Catholic Education Committee and the Subcommittee for Certification of Ecclesial Ministry and Service. The Administrative Secretary collaborates with one other support staff person in carrying out similar job responsibilities, and demonstrates shared qualities of effectiveness in all work interactions.

Requirements

Level: H.S. diploma, some secretarial and/or college coursework helpful.

Major Field/Specialty: **Business, liberal arts, or education.**

Other Specialized Training:

- Knowledge of the Catholic Church structure and hierarchy.
- Proficiency with e-mail, Microsoft Word, Excel, PowerPoint, Publisher, and Access software, and ability to work with other computerized database systems, etc.
- Able to operate standard office equipment and machines, FAX, copier, scanner, etc.
- Good verbal and written communication skills.
- Good organizational and time management skills,
- Dependable, fast learner, respectful attitude, capable of managing stress.

Type and Nature of Professional Experience (minimum 2-3 years):

- Experience in working in an educational setting and comfortable with culturally diverse educational communities.
- Secretarial/clerical experience.

- Ability to follow policies and procedures.
- Good interpersonal skills
- Able to perform intermediate mathematics.
- Experience that demonstrates attention to details, accuracy and follow-through.
- Ability to establish work priorities for timely completion of assignments within the broader goals of the department.
- Ability to handle confidential information.
- Ability to collaborate with peers, colleagues and others to achieve mission goals and objectives.