Sacred Heart Major Seminary

Administrative Assistant
Part-Time/Temporary Position

Deadline to Apply is March 25, 2016

Basic Function of Position

To provide responsible administrative and technical office assistance to the Faculty Chairs, STL program, and Director of New Evangelization Programs

Essential Duties and Tasks Required by This Job

1. Ensures office activities comply with policies and procedures
2. Maintains calendars and schedules meetings
3. Coordinates, attends, and prepares materials for meetings and special events, including conferences hosted by Faculty Chairs
4. Coordinates travel as requested
5. Reviews incoming correspondence and identifies items of special interest
6. Supports Faculty Chairs on course preparation as requested
7. Assists in the summer STL recruitment and orientation process in collaboration with the Dean of Studies Office and the Institute for Ministry
8. Maintains digital files on the SHMS network drive related to the STL program
9. Maintains STL student email distribution list
10. Arranges STL thesis submissions and schedules/publishes lectio corams
11. Ensures rubrics and other assessment materials used in the STL program are completed by the students, the evaluating professor, and submitted to the Director of Outcomes Assessment
12. Other duties as assigned by the Assistant Dean of Studies

Qualifications

1. High School Graduate or G.E.D
2. Minimum two years of administrative support experience with preference given to those in the field of higher education
3. Highly detailed oriented
4. Good technical, organizational, communication, and interpersonal skills
5. Proficiency in computer hardware and software; willingness to learn the Seminary’s student information system (EMPOWER XL) is required
6. Knowledge of FERPA is preferred; ability to maintain confidential information is required
7. Commitment to supporting and advancing the seminary’s mission

Persons meeting the above requirements are welcome to apply. It is the policy of Sacred Heart Major Seminary to provide equal employment opportunity.
Please submit resume and cover letter if interested:

Attention: Ann Marie Connolly, Director of Human Resources
Email: Connolly.annmarie@shms.edu
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