SACRED HEART MAJOR SEMINARY

Administrative Assistant/Online Course Coordinator
Full Time Position
Salary Range: $33,000 - $35,000

Deadline to Apply is March 25, 2016

BASIC FUNCTION OF THE POSITION

To provide responsible administrative and technical office assistance to the Registrar and the Assistant Registrar.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Greets visitors and maintains a clean, organized, and welcoming office space; answers, screens and routes incoming telephone calls and emails
2. Ensures office activities comply with policies and procedures
3. Maintains calendars and schedules meetings
4. Maintains various spreadsheets and databases, including the graduation database; provides reports as requested
5. Orders office and classroom supplies; processes office forms (e.g., travel expense summaries, check requests, etc.)
6. Records all financial transactions in the appropriate department ledger
7. Reviews incoming correspondence and identifies items of special interest
8. Processes student registrations, including audits, add/drops and withdrawals
9. Assists the Assistant Registrar with graduation, transcript requests, diploma mailings, etc., as needed
10. Supports the Assistant Registrar in the creation and maintenance of student and advisor files as requested; files as necessary
11. Maintains the Registrar’s hallway and classroom bulletin boards
12. Works with the Records Clerk on, and progressively assumes the responsibility for, the document imaging of academic records
13. Maintains institutional copy room paper stock and office supplies; files IT support tickets for service calls for repair; communicate with building personnel when a copier is out for service
14. Serves as the institution’s DSO for international commuter students; liaises with the Archdiocese of Detroit regarding international priests
15. Conducts criminal background checks and coordinates Protecting God’s Children on behalf of the Business Office
16. Participates in applicable professional development opportunities
17. Other duties as assigned by the Registrar
18. Coordinates and provides assistance in online courses
19. Acquires and maintains State Authorizations for online programs
20. Performs clerical assistance to the Office of the Registrar and faculty members in Microsoft Word, Excel, and Access applications, including typing, document management, data entry, and institutional reporting.
21. Serves as institutional liaison for monitoring DoD MOU
22. Serves as primary V.A. Enrollment Certification Officer
23. Serves as institutional liaison for Michigan Transfer Network
24. Provides support, as needed, for Administrative Assistant to the Dean of Studies and Assistant Dean of Studies
25. Provides clerical support for the Assistant Dean of Studies, as needed, and works closely with the Dean of Studies Administrative Assistant to support faculty member clerical needs

QUALIFICATIONS

1. High School Graduate or G.E.D
2. Minimum two years of administrative support experience preferably in the field of higher education
3. Highly detailed oriented
4. Good technical, organizational, communication, and relational skills
5. Proficiency in computer hardware and software (including Microsoft Office applications); willingness to learn the Seminary’s document imaging system (Knowledge Tree) and student information system (EMPOWER XL) is required
6. 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
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