
St. Matthew the Apostle Parish Gahanna

Employment Opportunity

Date: March 21, 2018

Office: School Office

Position: Administrative Associate

Deadline: Until position is filled

Status: Fulltime - 40 hours per week

Practicing Catholic: Yes

Position Summary: Under the direct supervision of the Principal, this position provides administrative support to the Principal and assists teachers, parents and visitors. The Administrative Associate coordinates and facilitates the day-to-day operations of the activities of the school office. This position offers the flexibility and opportunity to make use of particular gifts and talents of the individual such as computer skills, programming, scheduling of various events. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

Job Responsibilities: Coordinates all clerical aspects of the school office.

1. Perform administrative and receptionist functions such as answering the phone, filing, managing the principal's calendar, managing incoming and outgoing mail, making photocopies, faxing documents, scheduling meetings/events and follow-up as needed or requested, and other clerical duties as assigned.
2. Perform customer service functions by assisting parents and visitors to the office.
3. Perform computer programming, data entry and maintain records for exams, tests, correspondence, charts, completing requisitions for NPSS, forms for Diocese, forms of ODE, lists of each class for photographers, creating diploma list, etc.
4. Assist or prepare correspondence including e-mail communication for school, athletic groups, clubs, meetings and bulletins as requested.
5. Handle transportation for parents and school districts that provide transportation to the school.

Qualifications for the position: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent reading skills and communication skills. Must be courteous at all times and must be flexible to adapt to changing needs. Significant knowledge/experience of office equipment, Microsoft software applications (Microsoft Word, Microsoft Outlook, and Excel) is essential; typing, data entry is required. A High School degree is required; a minimum of one year of prior experience in an office setting, and keyboard, and computer experience is required.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Compensation is commensurate with education and experience. Benefits are according to Diocesan policy.

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Send cover letter, resume, and references to:

Susan E. Maloy, Principal smaloy@cducation.org

■ 795 Havens Corners Rd. ■ Gahanna · Ohio 43230