



Saint Paul Parish School

1201 Satre Street • Eugene, Oregon 97401 • Phone 541.344.1401 • Fax 541.344.2572

October 25, 2018

Dear Administrative Assistant Applicant:

Thank you for your interest in the Administrative Assistant position available at St. Paul Parish School. We are a preschool through eighth grade elementary school within the Archdiocese of Portland. Serving the greater Eugene-Springfield area for over 60 years, we strive to live out our mission and provide a quality Catholic education to approximately 280 students each year. Our goal is to help each child grow spiritually, intellectually, socially, and physically to become the person God intended them to be.

The Administrative Assistant plays a vital role in helping us carry out our mission. The main role of the Administrative Assistant is to provide support to administration, faculty, staff, parents, and students. A successful candidate will have the ability to adapt to a variety of needs in day to day operations and running of the school office. Please read the attached job description for more information regarding this position.

The start date for this year is December 10, 2018. This is a full-time 11-month, hourly position with an annual starting date of August 1 and an ending date of June 30. Work hours will be 7:30AM – 4:00PM Monday through Friday. Additional hours may be required based on events and meetings. This is a benefitted position with a tax sheltered annuity program, eight paid holidays, and the ability to accrue up to ten vacation days per year. The pay range is \$14.54 - \$15.70/hour. A high school diploma or equivalent is required and a minimum of three years secretarial experience or equivalent training and/or education. A practicing Catholic is preferred with thorough knowledge and understanding of Catholic teachings, practices, and organizational structure.

Review of applications will take place beginning November 12, and be ongoing until a successful candidate is hired. In addition to the application, please include a cover letter, three reference letters, and a resume, all highlighting qualities that you have that support this position. If you have any questions, or I can be of further assistance, please don't hesitate to contact me at the school.

God's Blessings,

Kelli Braud
Principal
St. Paul Parish School

JOB DESCRIPTION

POSITION NAME: Administrative Assistant	
REPORTS TO: Principal	EFFECTIVE DATE: December 10, 2018
CLASSIFICATION: Nonexempt	CURRENT EMPLOYEE: NA

GENERAL STATEMENT OF DUTIES:

Provides administrative support and skilled secretarial services, while coordinating the school office.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

RECEPTIONIST:

1. Screens calls, answers questions, and forwards messages in a timely manner, resolving problems within scope of authority and responsibility.
2. Greets and receives visitors to the school and directs them to the appropriate parties.

ADMINISTRATIVE:

1. Performs administrative duties for the principal.
2. Types correspondence and other documents. Proofreads and edits materials. Duplicates and distributes materials as necessary.
3. Maintains general calendar for the school.
4. Edits and publishes the school newsletter.
5. Receives and distributes incoming mail and assures that outgoing mail is picked up by the post office each day. Handles bulk mail responsibilities as required.
6. Provides first aid, handles sickness and injuries, and dispenses medications. Participates in training sessions for immunizations, Bloodborne Pathogens, first aid, epi-pen, and CPR in accordance with Archdiocesan policies and guidelines.
7. Maintains cash funds per Archdiocesan policy. Collects and records miscellaneous monies, as needed.
8. Coordinates programs such as lunch, bus transportation, etc., interfacing with the local school district and/or other agencies as necessary.
9. Maintains inventory and requisitions office/school supplies as needed.
10. Manages and coordinates office volunteers.
11. Works in cooperation with the Fundraising and Volunteer Coordinator and/or Advancement Director when needed.

GENERAL:

1. Demonstrates a positive and caring attitude with administrators, students, staff, and parents.
2. Maintains a strict level of confidentiality.
3. Planning, establishing, and supervising the implementation of clerical procedures in school office to insure timely preparation and submission of reports, records, studies, letters, and other materials.
4. Supervising clerical work related to such matters as enrollment, attendance, lunch, accident reports, student report cards, and requisitions and purchase orders for supplies and equipment.

5. Performing duties for the principal by arranging appointments, maintaining an appointment calendar, receiving visitors, screening telephone calls and mail
6. Performs other work-related duties as requested by the principal, including, but not limited to, various school outreach programs and school activities.

JOB SCOPE:

Incumbent operates under moderate supervision and within established lines of authority. Most decisions are made with the Principal’s approval and relate to recurring work situations with occasional variations from the norm. The incumbent agrees to comply with the philosophy of the school as interpreted by the school and to function under the direction of the school principal as a contributing member of the parish school community.

COMMUNICATION/CLIENT CONTACT:

Contacts are normally made inside and outside the Parish/School. Contacts are made at principal's request but may also be made on own initiative, and frequently contain confidential/sensitive matters.

SPECIFIC JOB SKILLS:

◆ Produce accurate correspondence and reports in a timely fashion	◆ Organize files, events and materials in a successful manner
◆ Prioritize workload to meet program requirements	◆ Work both independently and as a member of a team
◆ Good verbal and written communication skills	◆ Maintain confidentiality
◆ Be flexible, creative, responsible, attentive to details	◆ Identify problems and their solutions
◆ Establish and maintain working relationships based on mutual confidence and respect	◆ Ability to interact with children, parents, visitors, and volunteers in a positive manner
◆ Ability to accurately and effectively operate personal computer, necessary software, and all basic office equipment, including but not limited to proper operation of calculators, copiers, laminator, fax machines, paper shredder, telephone, etc.	

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Minimum of 3 years secretarial experience or equivalent training and/or education. Prefer some experience working with nonprofit or religious organization(s). Prefer practicing Catholic with thorough knowledge and understanding of Catholic teachings, practices and organizational structure. Bilingual in Spanish preferred. Valid driver's license required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT:

Incumbent is required to perform extensive computer work in a school or office setting. Employee may be required to attend occasional evening meetings and/or events.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: Office Volunteers

Employee Signature

Supervisor Signature

Employment Application (General)

Date: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

Central to our mission as a Catholic religious organization, we expect all employees to be role models of the Gospel of Jesus Christ, and to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both at and away from work. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

General Information

Position applied for: _____

Available to work: Full-time Part-time Temporary

Do you have a legal right to work in the US? Yes No

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			

College				
College				
Other (Specify)				

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?

Yes	No
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If no, please explain:

5. Have you ever been the subject of allegations related to misconduct with children?

Yes	No
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If yes, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Name of employer:	
Telephone #:	

	Address:			
	Employment dates:	(From)	(To)	
	Position:	Supervisor:		
	Description of duties:	Ok to call at workplace?		Yes
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:	Supervisor:		
	Description of duties:	Ok to call at workplace?		Yes
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:	Supervisor:		
	Description of duties:	Ok to call at workplace?		Yes
Reason for leaving:				

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all

claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant Signature

Date

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date=

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date