

Job Posting Form

Date Posted: December 21, 2020

Please send cover letter and resume to: Mrs. Bernadette Bobrowski
Coordinator of Marketing and Communications
St. Bernard's School of Theology and Ministry
Bernadette.Bobrowski@stbernards.edu

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Executive Assistant to the President

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St Bernard's School of Theology and Ministry Department _____

Location Address: 120 French Road, Rochester, NY 14618

Employer Website: www.stbernards.edu

Brief Job Description

St. Bernard's is seeking to hire a full-time Executive Assistant to support the President in the completion of administrative tasks pertaining to internal management and outward facing initiatives; to collaborate with the team of administrators and staff members in order to ensure that the School's strategy, policy, and mission are addressed, maintained, and unified across all activities of all offices at St. Bernard's; and to assist the Director of Admissions and Financial Aid in admissions initiatives and the execution of the institutional recruitment plan.

Qualifications: Required Education/Experience

The successful candidate will have:

- A Bachelor's degree, or equivalent experience
- Administrative experience in higher education preferred
- Appreciation of the mission of the Roman Catholic Church and of St. Bernard's School of Theology and Ministry
- Active member of a Roman Catholic Faith community preferred

E.O.E.

How to Apply: By Mail E-Mail as above, no later than **until position is filled.**



ST. BERNARD'S
SCHOOL OF THEOLOGY
AND MINISTRY

JOB POSTING

**Executive Assistant to the President
(Full-Time)**

Objectives and Responsibilities:

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- (i) To support the President in the completion of administrative tasks pertaining to internal management and outward facing initiatives;
- (ii) To collaborate with the team of administrators and staff members in order to ensure that the School's strategy, policy, and mission are addressed, maintained, and unified across all activities of all offices at St. Bernard's;
- (iii) To assist the Director of Admissions and Financial Aid in admissions initiatives and the execution of the institutional recruitment plan.

Responsibilities:

A. Administrative Support to the President

1. Professionally represent the President when greeting guests, organizing events, reviewing correspondence and responding to inquiries made to the President's Office.
2. Manage the President's calendar based on timely prioritization. Arrange and accept meetings with personnel at all levels, ensuring effective time management and clear communication.
3. Accompany the President to meetings, takes notes for him, and generates task lists as part of managing his calendar.
4. Coordinate the flow of incoming and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
5. Maintain and organize electronic and physical filing according to high standards of organization and effectiveness.

6. Develop itineraries and agendas including scheduling trips, arranging meetings, and booking accommodations.
7. Complete special projects as assigned by President. These may involve creative problem solving, process oversight, working with multiple offices, drafting documents, and/or extensive research.
8. In collaboration with the President, provide authoritative information regarding policies or decisions, referring inquiries or problems to the appropriate Office(s) or person(s), resolving problems, and following up with the inquirer to ensure satisfaction and effective communication.
9. Review correspondence and documents prepared by other offices for the President's signature.
10. Maintain Main Campus Building Use Calendar and coordinate use of the building by external agencies.
11. Maintain inventory of office supplies and re-order when necessary.
12. Provide on-site support for the Board of Trustees
13. Perform other duties as assigned by the President.

B. Admissions and Recruitment Support

1. Support the Director of Admissions and Financial Aid in coordinating timely and professional communication with prospective students.
2. Assist in lead cultivation, maintenance, and manual input of contacts via Hubspot lead-tracking software.
3. Collaborates with the Director of Admissions and Financial Aid and the Registrar in maintaining physical and electronic student files.

The successful candidate will have:

- a Bachelor's degree, or equivalent experience
- administrative experience in higher education preferred
- appreciation of the mission of the Roman Catholic Church and of St. Bernard's School of Theology and Ministry
- active member of a Roman Catholic Faith community preferred

St. Bernard's School of Theology and Ministry assumes a Ministerial Exception.

Reports to: President

Please send a cover letter and resume to

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