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**Administrative Assistant – Student Affairs Office**

**Job Summary**: The Administrative Assistant for the Student Affairs Office (AASAO) provides clerical and administrative support to all aspects of the attendance process and a wide variety of student activities. The AASAO communicates with students, parents, faculty, and staff on behalf of the Student Affairs Office. The AASAO provides organizational assistance and cooperation with all school departments in arranging and managing student activities. The AASAO maintains and enters student data in the school records management system (Blackbaud – K-12), answers the phone, greets visitors to the office, maintains student files, and generates and processes reports.

**Reports to:** Assistant Principal for Student Affairs

**Employment Category:** Regular, 11-month, Full-Time Staff, Non-Exempt

**Compensation**: Commensurate with qualifications and experience - ranging from $17.00-$18.50 per hour. Full benefits package and paid time off also included.

**Application Procedures**:

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to Jobs@uofdjesuit.org

Position open until filled; however, initial applications will receive top consideration.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. The AASAO must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. All U of D Jesuit faculty and staff are required to attend a Day of Reflection during the school year as an opportunity to reflect on the mission in their respective roles in the school.

**Duties and Responsibilities**:

*General Administrative and Clerical Support*

* Processes mail notification letters/disciplinary reports (with copies to appropriate internal parties) for parents of students on disciplinary probation or as requested by the Assistant Principal for Student Affairs.
* Answer questions and provide assistance to students, faculty, staff, and parents.
* Greet and assist visitors directing them to sign in and obtain a nametag.
* Contact students both before and after school with homeroom, electronic, and hand-delivered notes.
* Arrange for hand-delivery of notes as needed.
* Utilize announcement system to page students after school when necessary.
* Maintain classroom supplies inventory.
* Assist the Principal’s Office with subbing procedures as needed.
* Ensure student files are kept up-to-date (e.g., include all attendance-related notes, health notes, JUGS [detention records], etc.)
* Distribute medication/ice when nurse is not available.

*Attendance Processing*

* Record and maintain attendance information on daily call sheet and follows up with parents of students marked absent but not reported by parents.
* Enter and maintain student attendance in the Blackbaud system.
* Notify Assistant Principal for Student Affairs and other personnel regarding significant attendance issues in a timely manner.
* Process daily homeroom attendance slips.
* Process attendance records and compile data as basis for disciplinary consequences and communicates results with students, parents, and school counselors. Provides copies for counselor and student file.
* Provide counter assistance to students with appropriate absence/tardy slips for entrance to class.
* Monitor seniors checking out for and returning from Off-Campus Privilege.

*Discipline Processing*

* Update and process all disciplinary referrals assigned in mUDJ (My U of D Jesuit webpage).
* Generate daily JUG assignments and posts in the Student Affairs Office.
* Prefect or start JUG for the Assistant Principal for Student Affairs when needed and monitors students serving disciplinary consequences in Student Affairs Office.

*Other*

* Prepare and maintain student and faculty parking tags and records.
* Maintain Lost and Found
* Adhere to policies related to boundaries with students.
* Attend required abuse risk management training.
* Report suspicious and inappropriate behaviors.
* Follow mandated abuse reporting requirements.
* Adhere to job specific abuse risk management responsibilities.
* Other duties and responsibilities as assigned.

**Qualifications:**

EDUCATION AND EXPERIENCE:

High School diploma; some college preferred.

At least 2 years of secretarial or administrative assistant experience involving frequent public contact; at least 5 years preferred.

Prior experience working in a secondary school environment preferred.

Supplemental coursework or certification in secretarial science or business preferred.

KNOWLEDGE AND ABILITIES:

Knowledge:

* Modern office practices, procedures and equipment.
* Operation of a computer and assigned software.
* School organization, operations, policies and objectives.
* Record-keeping techniques.
* Business letter and report writing techniques.
* Telephone techniques and etiquette.
* Applicable laws, codes, rules and regulations related to assigned activities.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.
* Methods of collecting and organizing data and information.
* Financial and statistical record-keeping techniques.

Abilities:

* Perform varied and responsible secretarial and administrative assistant duties to relieve the Assistant Principal of administrative and clerical detail.
* Plan, coordinate and organize office activities and coordinate flow of communications for the Assistant Principal.
* Speak effectively to individuals and before groups of students, parents, or employees of the school organization.
* Operate a variety of office equipment including a computer, ID printer, and assigned software.
* Compose correspondence and written materials independently or from oral instructions.
* Establish and maintain a variety of filing systems.
* Interpret, apply, and explain laws, rules, regulations, policies and procedures.
* Work independently with little direction.
* Prioritize and schedule work.
* Understand and work within scope of authority.
* Type or input data at 60 words per minute from clear copy.
* Maintain records and prepare reports.
* Complete work with many interruptions.
* Maintain emotional control under stress.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Maintain and preserve confidentiality.

**Working Conditions:**

ENVIRONMENT:

* Office environment.
* Constant interruptions.

PHYSICAL DEMANDS:

* Dexterity of hands and fingers to operate a computer keyboard.
* Hearing and speaking to exchange information in person and on the telephone.
* Sitting or standing for extended periods of time.
* Climbing stairs.
* Seeing to read a variety of materials.
* Bending at the waist, kneeling, or crouching to file materials.
* Some tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-25 pounds).

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate’s religious affiliation in its employment decisions, consistent with State and Federal law.