



Administrative Assistant to the Head of School at Fontbonne.  
This is a full time exempt position.

The responsibilities of this position include but are not limited to:

- Working with the Head of School in all capacities of her position
  - Managing her calendar and scheduling all appointments
  - Taking committee notes
  - Daily tasks as needed
- Leading the Financial Aid Application process, preparing all documents for the financial aid committee, organizing all scholarship applications for Devin and any other named scholarships; working with families who need assistance in the process.
- Catholic Schools Foundation liaison - ensuring we meet all deadlines for our scholarships as well as offering all opportunities to our students
- Leading the Work Study Program - assigning students, ensuring they are doing their jobs, working with the parents of the students on work study assignments and responsibilities
- Being the liaison for Human Resources and all paperwork is completed for new hires and benefits understood; timesheets submitted to Brighton every two weeks.
- Working with the Archdiocese on all CORI checks
- Managing the I-20 Process with the International Coordinator and the Head of School
- Serving on the graduation committee
- Liason with Jostens for diplomas, graduation items, rings, awards, etc.
- Managing the office staff - direct supervision of receptionist and tuition manager
- Liason with the Board of Trustees
  - Scheduling Board Meetings; ordering food; setting up dinner and greeting board members
  - Working with the Board chair on Basecamp agendas etc.
- Ensuring all employee, students and board handbooks are up to date and on file
- Working with Head of School and Assistant Head of School on certain academic matters as well as discipline matters
- Other duties as assigned by the Head of School

The daily hours for this position are 8am - 4pm. There will be some evening events and some times when additional hours are needed to complete a project.

### **Qualifications**

- Embodies the Charism and Spirit of the Sisters of Saint Joseph.
- Excellent organizational, time-management skills and attention to detail.
- Exceptional communication and interpersonal skills
- Ability to multitask.

### **Education & Experience**

- Bachelor's degree required
- Knowledge of and proficiency in Microsoft Office and Google Suite.