

## St. Norbert College Job Description

<b>Job Title:</b>	Student Administrative Assistant of Parish Life	<b>Reports To:</b>	Parish Life Administrator		
<b>Position Number:</b>		<b>Grade:</b>		<b>FTE:</b>	
<b>Division:</b>	Mission and Student Affairs	<b>Date:</b>	3/30/22		
<b>Department:</b>	SNC Parish	<b>FLSA Status:</b>	Non-Exempt		

### General Job Summary

The Parish exists “To invite people to experience and share in the joy of the Lord.” The Student Administrative Assistant of Parish Life Position provides administrative support for Parish Operations, Norbertine College Chaplains, and the Director of Parish Life or Pastor. This position delivers a positive and joyful experience for parish members including students, faculty, staff, alumni, the community and guests. This includes coordinating communications between parish life and with Liturgy/Worship, Faith Formation, Outreach, SNC Offices, the Abbey, and the Green Bay Diocese.

<b>Duties and Responsibilities</b>		<b>Estimated % of Time</b>
1..	Provide administrative support for the parish through working with the Parish Life Administrator and Pastor and College Parish staff by providing customer service to parish members resulting in a high impact experience for those we serve. This includes maintaining and answering parish email, mail, phone, filing and organizing, and direct parish members, students, faculty and staff to the correct person or resource. Some programs and event examples are Baptism, Reconciliation and 1st communion, Confirmation, RCIA, Marriage, Funeral / Death records, and Mass on weekends and weekdays.	40%
2.	Provide administrative support of Sacramental scheduling and all associated record keeping such as coordinating Weddings and Baptisms and updating of the Canon Law Black Book for all sacramental records.	40%
3.	Coordinate Parish Membership administration through updating Gabriel software to maintain accurate parish member database including detailed process for entry of correct data into proper fields.	10%
4.	Support of communication processes for parish life. This work can be in partnership with another student that owns parish bulletins and communication, or throughout the year there will be times this role supports all communication. Examples of communication include; eNews and ePrayer (Constant Contact), weekly bulletin, Facebook, Parish web pages.	10%
Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.		

### Formal Supervision Exercised Over (Includes Functional):

none

### Functional Supervision Exercised Over:

none

### Required Minimum Qualifications:

## Education

- High School Diploma.

## Experience and Credentials

- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.
- Has a minor or major in business or related field for administrative support experience.

## Knowledge, Skills, and Abilities

- Ability to work with confidential information and previous experience maintaining and tracking office budgets.
- Ability to interact professionally with coworkers and customers, particularly in conflict situations.
- Ability to talk politely and resolve customer service issues.
- Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
- Ability to communicate effectively.
- Skilled in basic math computations such as addition, subtraction, multiplication, and division.
- Knowledge of computer programs (Microsoft Office, Google Apps) and ability to learn upgrades and new programs as needed.
- Ability to exercise good judgment and decisions in an expeditious manner.
- Skilled at setting a good example for others.
- Skilled at organizing events, programs, projects and seeing them through to completion.

The College may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

## Equipment Used

Computer, phone, calculator, printer/copier, and other general office equipment.

## Working Conditions

Regular work hours are set between the student and their supervisor. Academic success is the priority.

## Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position in a professional office environment. Lifting, carrying, pushing, and pulling no more than 10 lbs. Will need to move between the office and church building with occasional meetings in other buildings on campus.

## Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## Statement on Diversity, Equity and Inclusion

St. Norbert College strives to be a community that is welcoming to all and affirms the sacred dignity of all by engaging in practices of inclusion. The college is committed to creating an environment that fosters learning and respect for diverse cultures, perspectives, and beliefs; the capacity to seek mutual understanding; and the ability to create a more compassionate global community.

The college supports educational experiences that challenge students, faculty, staff, and administrators to expand their awareness of factors that impede our appreciation of both the richness and complexity of diversity. Opportunities to confront, examine, and renegotiate our understanding of power, privilege and inequality as they are manifested in our society will be key to these endeavors.

<b>Supervisor Signature:</b>	Kevin DeCleene	<b>Date:</b>	3/30/2022
<b>Director of HR Signature:</b>		<b>Date:</b>	