

Position Title: Office Assistant, a.m.

Employment Status: Part-time, school year

Reports to: Administrative Assistant/Advancement Director

Hourly Wage: \$14.95/hour

Hours of Work: 7:15-12:00, Monday-Thursday, hours may vary



Father Marquette Catholic Academy offers an excellent Catholic education for pre-kindergarten through grade 8 students. We are seeking a part-time office assistant who will be our school's first point of contact, supporting and upholding our school's mission while offering administrative assistance across the organization.

Basic Functions:

- Ensure the reception area is tidy and welcoming.
- Greet, welcome, assist, and direct parents, students, and visitors as they arrive.
- Answer, screen, and forward incoming calls, voicemails, and emails.
- Manage daily incoming and outgoing mail.
- Run and record safety drills.
- Assist with data input and records, and keep our calendar updated.
- Coordinate hospitality and set up for PD and special events.
- Complete and process forms, including sub requests, supply orders, time sheets, enrollment. . .
- Prepare and send communications.
- Help students who are ill or have injuries and dispense medications. Communicate with parents as needed.
- Complete routine office duties.
- Complete other tasks assigned by the advancement director, business administrator, and principal.

Skills, Knowledge, and Abilities:

- Display effective, positive, and team-focused communication.
- Have good interpersonal skills.
- Handle emergencies calmly and effectively.
- Customer service, reception, or office assistant experience is preferred.
- Have good stress management skills and the ability to multitask.
- Ability to learn and use various computer applications, systems, and databases.
- Requires a high degree of confidentiality.
- First aid training or the ability to get trained is preferred.
- Excellent verbal and written communication skills.
- Must be able to complete fingerprint scan, federally mandated background check, and VIRTUS training.

Required Materials:

Resume with references

To apply for the position, please forward to:

Melissa Pillifant, Principal, Father Marquette Catholic Academy

principal@fathermarquette.org

500 S. Fourth Street

Marquette, MI 49855