

ST. MARY'S UNIVERSITY



**Job Description**

**Job Title:** University Ministry Practicalities, Secretary  
**Department:** University Ministry  
**Reports To:** Director of University Ministry  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** March 31, 2008  
**Approved By:** Human Resources  
**Approved Date:** March 31, 2008

**SUMMARY**

The University Ministry secretary directly assists the Pastoral Team of University Ministry in the administration and coordination of the University Ministry Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Assist in building a Pastoral Team that works toward a common vision of University Ministry.
- Perform all secretarial, clerical and support tasks in order to directly assist the Pastoral Team of University Ministry in providing a professional, hospitable and service oriented environment in the University Ministry Office.
- Provide meeting support as requested by the Pastoral Team of University Ministry. Examples include: scheduling staff meetings and planning meetings; preparing with the Director of University Ministry agendas and minutes.
- Assist the Pastoral Team of University Ministry with publicity coordination.
- Coordinate correspondence for the Pastoral Team of University Ministry as requested.
- Meet with the Director of University Ministry daily to review the scheduling of appointments, meetings, and correspondence for the Pastoral Team of University Ministry.
- Report weekly to the Director of University Ministry the day-to-day budget operations including: check and cash requests; deposits; reimbursements; budget files and expense forecasting, travel arrangements and related paperwork.

- Ensure professional and timely response to all visitor, walk-in, and telephone requests.
- Supervise the student ministry staff.
- Coordinate ministry assignments/task distribution and follow-up for student ministry staff.
- Manage data collection and facility scheduling for all University Ministry events.
- Develop and maintains the office manual of Standard Operating Procedures of the University Ministry office.
- Plan and organize special events for University Ministry as requested.
- Other duties as assigned by the Director of University Ministry.

## **EXPERIENCE REQUIREMENTS**

- Minimum of one year secretarial experience.
- Working knowledge of Microsoft Office, Internet Explorer and Banner
- Typing and editing skills.
- Strong written and verbal communication skills.
- Ability to work in a flexible and team oriented environment.
- Ability to interact with people.
- Ability to manage multiple tasks.
- Accounting and/or budgeting experience preferred.
- Experience and understanding of ministry in higher education preferred.
- Bi-lingual (English and Spanish) preferred.
- Ability to work with students, faculty, administrators, and staff professionally.
- Ability to work evenings and weekends.
- Ability to articulate ideas and strategies.

**EDUCATION** University degree preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The Department of University Ministry is a fast-paced ministry with a semi-transitional community that requires flexibility and responses to any situation quickly and adequately.