



JOB DESCRIPTION

Adrian Dominican Sisters

Adrian Crossroads Mission Chapter
Administrative Assistant

Issue Date:
3/20/2017

Rev. No

Rev. Date:

Page 1 of 3

Approved By: *Mary Jane Lubinski, OP*

DEPARTMENT: Adrian Crossroads Mission Chapter

REPORTS TO: Chapter Prioress

FLSA: Non-exempt

GENERAL SUMMARY:

The assistant will assist the Chapter Prioress in managing the administrative aspects of the office by maintaining financial information, preparing reports, drafting communications, recording and distributing meeting minutes, filing, answering phones and other related duties. All duties are preformed in accordance with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

General Duties:

- Manage Chapter Office
- Perform computer tasks to keep all information listings current
- Maintain membership files and listings
- Maintain appropriate information for Office of Information (e.g. assembly, Mission Council minutes, etc.) and send to Office of Information
- Assist in planning and organizing Chapter events and celebrations
- Manage Adrian Crossroads phone messaging system
- Maintain office filing system
- Maintain and order office supplies
- Maintain office inventory

Finance:

- Maintain financial records
- Prepare the office budget for approval (operational/capital)
- Reconcile check book/chapter finance statements
- Monitor Chapter Prioress credit card; send monthly report to finance office
- Monitor monthly statement from finance office
- Assist with sisters annual budgets as requested

Communication:

- Process contacts directed to office phone and/or email
- Send announcements via phone system when requested

Adrian Crossroads Chapter Administrative Assistant

- 2 -

- Prepare outgoing mail and sort incoming mail
- Maintain monthly updates in information notebooks
- Assist with monthly newsletter as requested

Additional responsibilities:

- Update listings of Chapter, Mission Council and Mission Group membership, as well as congregation directories;
- Prepare/Order individual labels as needed
- Prepare forms for changes in residence, ministry, Mission Groups, and transfers from/to Adrian Crossroads Chapter and other Chapters
- Manage Durable Power of Attorney (DPOA) and other pertinent information from Emergency Medical, Finance and Home forms for Chapter membership
- Manage driving lists and testing requirement reminders
- Prepare materials for assemblies and Council and Mission Group meetings; prepare/file minutes
- Order Leadership Conference for Women Religious, (LCWR) materials
- Process registration for LCWR, Dominican Sisters Conference (DSC) and conference meetings
- Prepare welcome information for new members
- Assist sisters in obtaining Michigan Driver Licenses and/or IDs
- Assist in preparing for special celebrations such as birthday celebrations for those celebrating 90
- Prepare/distribute "Thank You" notes to campus departments during their "Week of Recognition"
- Prepare and mail/email Christmas cards, monthly newsletters, sympathy and thank you cards
- Prepare and distribute birthday cards
- Upon the death of a sister, assist the Chapter Prioress in (1) making necessary phone calls to obtain and communicate information about wake/memorial/funeral arrangements and (2) distributing personal items to designated offices
- Distribute, log and file individual and Mission Group annals
- Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.
- Perform other duties as assigned.

REQUIREMENTS:

Education:

Must have high school diploma; college level education is preferred

Experience:

Two to three years of office administration experience required

Adrian Crossroads Chapter Administrative Assistant

- 3 -

Knowledge, Skills, and Abilities:

1. Good communications skills including writing, speaking and listening skills
2. Good organizational skills
3. Ability to initiate and carry out projects
4. Ability to maintain confidentiality
5. Self motivated, flexible, adaptable
6. Proficiency in Microsoft Office programs and the use of all office equipment.

Physical:

- Able to sit for long periods of time
- Able to move from location to location on campus.
- Must be sighted and capable of hearing

WORKING CONDITIONS:

- Generally busy office area with numerous interruptions
- Part Time

ACCOUNTABILITY:

Accountable to: Chapter Prioress

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Co-Worker (Print)

Co-Worker Signature

Supervisor Signature

Date