



USA Midwest Province of the Society of Jesus Job Description

Job Title: Executive Administrative Assistant, Office of the Provincial

Department: Province

Reports To: Socius

FLSA Status: Non-Exempt

Summary: Acts as primary administrative assistant in the Office of the Provincial, as a point-of-contact within the province offices, and other duties as may be assigned.

Duties and Responsibilities include the following:

1. Coordination:
 - a. Coordinates the provincial's calendar of meetings, travel and visitation to Jesuit communities and works throughout the province and internationally. Maintains calendar, travel and appointment schedule for Provincial and Socius.
 - b. Works with the other administrative assistants to develop a team atmosphere, back-up for each other and for mutual support and development.
 - c. A point-of-contact and liaison for intra-office coordination and communications.
 - d. Assists in coordinating meetings, including finalizing presentation and discussion materials and set-up of meeting spaces and catering: Provincial Assistants, Consultors, Superiors and other meetings of the Provincial and Socius.
 - e. Assists the Socius in coordinating UMI office meetings and gatherings, including the annual province days event.
2. Communications and reception:
 - a. Welcomes guests in person or responds appropriately by phone or correspondence; responding to needs appropriately.
 - b. Reads, researches, and routes correspondence appropriately; drafting responses as required.
 - c. Triage the provincial office contacts and inquires – phone, e-mail, post – to identify essential and urgent from routine and junk.
 - d. Drafts, proofreads, and edits documents prepared for the Provincial and Socius.
 - e. Capable of preparing reports as requested with appropriate research, analysis, interpretation and presentation of the information.

3. Administration:
 - a. Maintains Office of the Provincial filing system:
 - i. Maintains good order and security of the province file room.
 - ii. Personnel records for USA Midwest (UMI) Province Jesuits and Jesuits from other provinces who are missioned to work, study or live in UMI Province.
 - iii. UMI institution and apostolic files.
 - iv. Communications within the UMI province, between UMI and other provinces and the Jesuit Curia.
 - v. Files for Provincial and Socius.
 - b. Helps to develop and maintain a well-ordered structure of electronic records of office communications and documents.
 - c. Finalizes key documents such as official correspondence such as documents for other Jesuit provinces, the Jesuit and Roman curia offices, diocesan offices, and Final Vows materials.
 - d. Assists the provincial and socius with expense and travel records as necessary.
 - e. Support and back-up to the process for Jesuits' mission assignments, suitability for ministry documents, sacramental and priestly ministries.
4. Other:
 - a. Always maintains strict confidentiality.
 - b. Professional in appearance, communications and demeanor.
 - c. Some travel as needed (e.g. annual "province days" weekend; training as needed; North American Assistancy meetings of provincial executive assistants).

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret a wide variety of documents. Ability to write reports and correspondence. Ability to speak effectively.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have superior proficiency in Microsoft Word; Microsoft Excel; Microsoft Outlook and similar office software.

Education/Experience:

College degree preferred; and ten years related experience; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Excellent written and verbal communication skills
- Confidentiality
- Prudence
- Initiative, planning and anticipation
- Self-management

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk, see and hear.

Work Environment:

The noise level in the work environment is usually moderate.

Responses are due by July 9, 2018.

Reply with resume and letter of interest to: dmcnulty@jesuits.org