



JESUIT HIGH SCHOOL

Executive Assistant to the President

Position Description

SUMMARY

Performs the clerical, data processing, scheduling, special project, and all other office functions necessary for the professional operation of the Office of the President and the DeSmet Business Center. Assists with the clerical support, communication, and event and materials planning of the Jesuit High School Board of Trustees. Understands and incorporates into all President's Office responsibilities the Jesuit High School mission. Maintains utmost confidentiality in all areas related to this position.

ACCOUNTABILITIES

Reports to the President and the Communications Director.

SPECIFIC DUTIES

A. General Clerical

1. Prepares correspondence from written drafts, notes, emails, and minutes.
2. Prepares talks and Power Point presentations for the President as needed.
3. Generates correspondence as required by projects assigned.
4. Works with the Communications Director to prepare the President's Green/Gold Pass card, the All Souls' Day mailing, and the President's Christmas card and mailing.
5. Prepares and monitors student award letters of recognition by President, including for those students recognized as National Merit Scholarship Commended students, Semi-finalist students, and/or Finalist students, and the Fr. Joseph Small award recipients.
6. Prepares and maintains records for letters of recommendation written by the President for current students, alumni, and faculty and staff.
7. Coordinates monthly communication of Mass schedules to the Jesuit community at Jesuit High School.
8. Coordinates Administrative Team meeting prayer assignments.
9. Maintains files for President's Office, including general filing, budget-related documents, prayers and talks given by the President, communication by the President, communication with the Jesuit community, legal concerns, construction budgets and construction-related applications and paperwork, high school student and Society of Jesus issues, personnel issues, and alumni concerns.
10. Updates yearly school records sent to other organizations, such as JSN and the SSC.

11. Merges closed files from President's offices and archive those files annually. Shreds sensitive documents that will not be archived.

B. Computer and Database Management

1. Assists with maintaining and updating the President's electronic calendar and appointments.
2. Assists with the updating of constituent records; *e.g.*, basic address/phone changes and notes from constituent meeting/conversations/communications with President.
3. Archives emails sent to the President's Assistant by the President for future reference.
4. Has a working knowledge and experience with all of the following office software programs:
 - i. Outlook
 - ii. Excel
 - iii. Word
 - iv. Power Point.

C. DeSmet Business Center

1. Manages office communication regarding events, security, and school updates from the President's Office.
2. Maintains record of DeSmet Business Center key assignments and parking assignments.

D. Special Projects

1. Maintains President's files and information related to school activities.
2. Coordinates and prepares materials and awards for the Presidential awards given at Commencement.
3. Prepares and coordinates distribution of partial tuition gift certificates to Portland-area Catholic elementary schools seeking an auction donation from Jesuit High School.
4. Coordinates use of, maintenance of, and supplies for the President's Conference Room and the Bill Hunt Board Room.
5. Updates phone extension directories and emergency supplies in the Board and conference rooms on a yearly or on an as-needed basis.

E. Special Events

1. Coordinates luncheons, meetings, and special events for President, including the President's Advisory Council biannual luncheons, Sponsorship Review team meetings, Jesuit High School Foundation biannual meetings, DeSmet Business Center staff meetings, Commencement awards dinner, school events such as the Welcome Back Picnic, and summary meetings.
2. Prepares for special receptions, memorials and award ceremonies, including menu or catering requirements, facility needs, awards, invitations, luncheons or dinners, guest lists, RSVPs, program design, and set up and clean up duties.

F. Board of Trustees

1. Attend meetings of the Board for purpose of taking minutes.
2. Prepare and disseminate agendas, minutes, Board materials, and information for meetings.
3. Work with the school office to prepare and disseminate materials for Board members at the onset of each academic year.
4. Produce correspondence necessary for Board business.
5. Coordinate organization, set-up and clean-up of Board meetings, Board committee meetings, and events.

6. Coordinate all aspects of the Board's annual retreat. This includes: identifying and coordinating housing accommodations, assigning meal and clean up assignments, identifying and securing retreat and meeting supplies, preparing and disseminating retreat materials, coordinating speakers and agendas for the retreat, and preparing the retreat evaluation and summary.
7. Maintains and updates files of Board member contact information.
8. Supports Board members as needed.
9. Prepares and maintain records of the Conflict of Interest and the Related Party Questionnaires completed by Board of Trustees members annually.
10. Coordinates the meeting of and materials used during the annual new member orientation.

G. Miscellaneous

1. Maintains a professional and welcoming atmosphere in representing the President's Office.
2. Implements and/or coordinate projects as assigned by the President.
3. Attends and supports selected Jesuit High School co-curricular, spiritual, and school functions.

APPLICATION DEADLINE: Monday, August 15, 2016 (by 5:00 pm)

TO APPLY:

Application for this position must be completed electronically via e-mail. We do not accept paper applications.

Please send a **resume**, a compelling **letter of interest** indicating how your skills, knowledge and experience match the responsibilities articulated in the job description, **three references** with current phone numbers and e-mail addresses (at least one of which is a professional reference), to:

Erika Tuenge
Communications Director
Jesuit High School
9000 SW Beaverton-Hillsdale Hwy.
Portland, OR 97225
Telephone: 503-291-5479
Email: etuenge@jesuitportland.org

NOTICE OF NON-DISCRIMINATION:

Jesuit High School is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, national origin, or disability in accordance with applicable laws.

If you have any concerns regarding confidentiality at your current place of employment, please explain in your accompanying e-mail.