



ADMINISTRATIVE OFFICE ASSISTANT

Job Title: Administrative Office Assistant

Opening Date: April 12, 2017

Location Name: Our Lady of the Lake Catholic School

City: Lake Oswego

State: OR

Zip: 97034

Job Number:

Job Category:

Position FTE: Full time

Term of Service:

Position Summary: Provides administrative support and skilled secretarial services, while coordinating the school office.

Functions/Major Responsibilities:

1. Receptionist-

- Greets, receives and assists visitors to the school and directs them to the appropriate parties.
- Screens calls, answers questions, and forwards messages in a timely manner.
- Other duties as assigned by the Principal.

2. Administrative/Secretarial-

- Performs secretarial duties for the Principal and Vice Principal, e.g. typing, filing Archdiocesan Reports, etc.
- Sorts incoming mail and distributes to addressee.
- Maintains and updates the Google Calendar for OLL dates and events.
- Sends school-wide emails and information via the RenWeb system.
- Sends all progress reports and report cards via the RenWeb system.
- Other duties as assigned by the Principal



3. Registrar-

- Maintains a comprehensive filing system for student files and records. Verifies and maintains attendance in the RenWeb system. Issues detentions for excessive tardiness.
- Oversees the Application, Enrollment, and Re-enrollment of students via the RenWeb system.
- In cooperation with the Vice Principal, prepares and sends cumulative files to transferring schools.
- Maintains original files of all transcripts.
- Other duties as assigned by the Principal.

4. Health Related Duties-

- Maintains medical emergency information for all students and staff (via RenWeb).
- With the assistance of a registered nurse, maintains and updates student immunization records to comply with all state and federal regulations.
- Administers the Archdiocesan Medicine Policy including the dispensing of medications and accurate record keeping.
- Maintains current certificates in First Aid, CPR, Blood Borne Pathogens, administration of the Epi-Pen and Diabetes Care tasks at school
- Assists students when sickness or injury occurs.

Specific Job Skills:

- Works harmoniously with office personnel.
- Complies with the boundaries of this position in relation to parents, students and faculty/staff.
- Maintains a strict level of confidentiality.
- Advanced knowledge and demonstrated proficiency of computer skills, including Microsoft Word, Excel, Publisher, Google Calendar, and Google Docs.
- Excellent verbal and written communication skills.
- Ability to interact with children and adults in a positive manner.
- Produces accurate written materials in a timely fashion.
- Prioritizes workload to meet program requirements.
- Ability to multitask, be flexible, creative, and responsible.



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Human Resources

Education and/or Experience:

High school diploma or equivalent required. Minimum of three years secretarial/administrative assistant experience required. Prefer practicing Catholic with knowledge and understanding of Catholic teachings, practices and organizational structure.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Must be able to lift and move items up to 20 pounds.

Work Environment:

Employee is required to exhibit excellent people skills on a daily basis. Employee is required to fulfill the above position responsibilities in a supportive and caring manner. Employee may be required to attend occasional evening meetings and/or events.

Please Contact:

Corrine Buich, Principal at cbuich@ollschoo-lakeoswego.org.

No phone calls please.