



## Administrative Assistant to the School of Theology (SOT) Dean and *Praeses*.

### Purpose, Function, and Description of Position

**Purpose and Function:** The Administrative Assistant provides staff support for the SoT Dean, *Praeses* and faculty.

**Responsible for regularly communicating with:** administration, faculty, staff, students.

**Non-exempt Part-time Position:** Up to 20 hours per week in academic year, fewer hours in June and July depending on the dean's schedule. Particulars to be worked out. Paid vacation and sick leave available. Free parking. Free lunch. Institutional paid holidays when holiday falls on regular work day.

### Major Responsibilities

- Manages Dean's calendar, records, and budget.
- Collects and organizes documents for Dean (faculty syllabi, materials for promotion or hiring of faculty, etc.).
- Maintains academic files for faculty (course evals, personnel files, etc.) and students (applications, academic records, etc.).
- Prepares part-time, adjunct, independent study, and overload faculty contracts.
- Organizes Comprehensive Examination process, including the calculation and recording of grades.
- Assists Dean in academic and financial planning, including tracking faculty development expenses.
- Orders and maintains office and classroom supplies for faculty.
- Schedules and coordinates events for SOT, including Carroll Lecture, thesis defenses, etc.
- Supports correspondence between dean and accreditation bodies and other such institutions.
- Drafts reports for accreditation bodies and other such institutions.
- Responsible for administrative work for Pinkard Scholars Program.

### Reporting Relationships

- The Administrative Assistant reports directly to the SOT Dean and *Praeses*

### Required Skills

- Excellent oral and written communications
- Ability to prioritize and manage multiple projects simultaneously
- Excellent computer skills, including use of Microsoft Office Suite applications and database management (in Jenzabar)
- Organizational skills
- Ability to handle confidential information
- Good interpersonal skills
- Some understanding of the Catholic Church structure, seminary education, higher education in general, finance and the ecumenical community.

## Applying

St. Mary's is in the Roland Park neighborhood of Baltimore. Interested parties should send a letter of interest and a résumé to Matthew Dugandzic at [MDugandzic@stmarys.edu](mailto:MDugandzic@stmarys.edu). Letter should include salary expectations, general availability on a weekly basis, and contact information for three references. Salary range is \$27-\$30 per hour depending on experience. A successful candidate will be subject to a pre-employment background check. St. Mary's Seminary & University is an equal opportunity employer. Review of applications will begin immediately and continue until position is filled.