



# ST. PHILIP'S SCHOOL OF SAN FRANCISCO

FAITH • ACADEMICS • COMMUNITY • ENRICHMENT

St. Philip's School is committed to providing an inclusive and nurturing learning environment that is rooted in Catholic faith and values, where students can reach their full potential and achieve success. Students are educated for lives of hope, joy, meaning and purpose to serve the common good, and to live out the Gospel values each day.

## **Position: Office Assistant**

### **Position Description:**

Under the direction of the Principal, the Administrative Assistant is responsible for performing a variety of tasks to support and assist school leadership. The Office Assistant is responsible for the organization and execution of procedures in order to facilitate effectiveness and efficiency, including the oversight and management of school data and records. The ability to maintain confidentiality and exercise integrity is critical for this position. The Administrative Assistant is expected to build and maintain positive relationships with a variety of individuals, exhibit professionalism at all times, to ensure a safe and secure working environment

### **Responsibilities include, but are not limited to:**

- Greeting visitors and answering phone calls in a professional manner
- Managing and responding to emails and correspondence
- Providing administrative and clerical support for several aspects of the school's operations
- Maintaining the school's website, online calendar, and social media profiles
- Maintaining accurate student and staff records & information systems
- Scheduling appointments and coordinating meetings
- Assisting with data entry, filing, and general office organization
- Supporting staff with administrative tasks as needed, including filing systems.

### **Qualifications/Experience:**

- Must demonstrate excellent organizational skills and time management, as well as the ability to handle multiple projects and prioritize tasks

- Must demonstrate the ability to exercise independent judgment, take initiative, and work independently.
- Must be highly proficient in various technology applications and tools including Google Suite, Microsoft Excel, database entry and reporting, and other technology applications
- Must be detail-oriented, and have excellent written and verbal communication skills
- Must have excellent teamwork and interpersonal skills
- Experience (preferred)

**Physical Requirements:**

- Work is performed while standing, sitting, or walking
- Work is performed using a keyboard for an extended period of time
- Bending, kneeling, or reaching overhead and lifting materials is required

**Status:**

- Full time position; \$25 per hour
- Benefits included (per Archdiocesan policies)

**ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION**

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with criminal histories.

Please send resume and cover letter to [elena.griego@saintphilipschool.org](mailto:elena.griego@saintphilipschool.org)