

**Job Title:** Administrative Assistant/School Secretary  
**School:** St. Mary Catholic School, Plano, IL  
**Position:** Full time, Benefits,  
**Salary:** \$27,000 - \$32,000  
**Hours:** 7:15am - 2:45pm Monday - Friday on days when school is in session with additional evening/weekend hours as requested for school events.

### **Role Overview**

St. Mary Catholic School is seeking a versatile Administrative Assistant to join our team. This dynamic role includes providing administrative assistance, supporting classroom operations and participating in school events during some evenings and weekends. We are looking for a proactive individual ready to adapt to diverse responsibilities and contribute to our positive school and church culture who excels in a school environment and possesses strong organizational skills.

### **Responsibilities**

- Provide administrative support, including document preparation, data entry, and record maintenance.
- Includes but not limited to: Responsibilities Tuition and Fees Management. Responsibilities Assist families with FACTS tuition system set-up. Apply payments to FACTS. Prepare school deposits, reconcile receipt book / deposit ledger in accordance with procedures set by the Business Manager.
- Use Microsoft Office Suite and Google Workspace (Docs, Sheets, etc.) to efficiently complete tasks and projects.
- Apply strong computer skills to troubleshoot basic technical issues and enhance office workflows.
- Participates in school collection management, student record-keeping, and administers background checks and Virtus compliance for the school.
- Participate in daily school operations, including recess supervision and other duties as assigned.
- Attend and assist with some mandatory evening and weekend school events, as well as fundraising events.
- Collaborate with faculty and staff to support school-wide initiatives and engagement efforts.
- Perform clerical duties including filing, data entry, and managing correspondence.
- Provide exceptional customer service by responding to inquiries and resolving issues promptly.
- Operate office equipment, including phone systems, copiers, and fax machines.
- Support the organization of meetings and prepare necessary materials.
- Maintain accurate records and documentation for administrative processes.
- Collaborate with various teachers and staff members to facilitate communication and workflow using FACTS and other communication vehicles used by the school.

### **Qualifications**

Any combination of education and experience providing the required skills and knowledge for successful performance would be qualifying.

- Bilingual in English and Spanish is highly recommended.
- Proficiency in Microsoft Office Suite and Google Workspace, with strong overall computer skills.
- Experience in an educational or office setting is preferred.
- Flexibility to adapt to diverse responsibilities and scheduling needs, including evening and weekend events.
- Excellent organizational, communication, and multitasking abilities.

- A collaborative team player who embraces the mission and values of St. Mary Catholic School and Church.
- Strong clerical skills with attention to detail and accuracy.
- Proficient typing skills with the ability to produce documents efficiently.
- Exceptional organizational skills with the ability to prioritize tasks effectively.
- Experience in handling phone systems professionally.
- High School diploma is required, associate or bachelor's degree is desired.
- Successful experience with office management principles and procedures is preferred.
- The candidate must exhibit a passion for and commitment to the success of the school.

### **Work Schedule**

This is a full-time (benefited) position. This is an 11-month position; work hours are 7:15am to 2:45pm Monday through Friday on days when school is in session with additional evening/weekend hours as requested for school events.

### **Physical Demands<sup>1</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Physically able to perform the duties as assigned, including the ability to lift 20-30 pounds if needed. Ability to stand, sit, or walk for extended periods of time. Occasional evening and weekend work, flexibility to adjust to other department/business needs.

***Please email cover letter, resume and references to [stm@saintmaryplano.com](mailto:stm@saintmaryplano.com) and include the position title in the email subject line.***

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<sup>1</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.