



JOB DESCRIPTION

NAME:

TITLE:

REPORTS TO:

DATE:

Administrative Assistant
Chief Financial Officer
2025

Check applicable interactive boxes below:

☐ Exempt ☒ Non-Exempt ☒ Full-Time ☐ Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

This position is responsible for day-to-day administrative work that supports school operations. This includes being the first point of contact for general calls and visitors, supporting general student and family needs, and supporting faculty and main office staff. This position is also responsible for maintaining office supplies and the appearance of the main office. The person in this position should have a positive attitude, be able to deal with a wide variety of people associated with the school on a daily basis and have strong computer and oral and written communication skills.

Essential Functions/Responsibilities:

1. Support School Operations

- a. Act as first point of contact for the O'Dea community which includes responsibility for the main phone line and greeting and directing guests within the school.
- b. Support general basic needs of students and families daily.
- c. Provide support to the Administrative team, Admissions, Marketing & Communications, Financial Aid, Accounting, Athletics, and others as needed.
- d. Track and order office supplies, maintain central office areas, handle mail, and assist with meetings and certain school-related functions.

2. Support Marketing & Communications

- a. Produce and send the Family Bulletin weekly.
- b. Support basic functions to ensure events and activities are listed as needed.
- c. Produce Word documents, PowerPoints and other communication materials for a variety of school departments.
- d. Produce school directory for families.

3. Support Admissions

- a. Create and assemble Admissions files, assist with gathering application documents, and provide other support as needed.

4. Support Accounting

- a. Process, mail checks, and file accounting invoices weekly.
- b. Reconcile credit cards with receipts monthly.
- c. Assist with other activities as needed.

5. Support Athletics

- a. Add athletic schedules to calendars and other areas to ensure information is available to all and conduct other administrative functions for the department.

6. Other Duties as assigned

- a. Work as needed at school functions outside normal hours.

About O'Dea High School

O'Dea is a Seattle Archdiocesan Catholic school whose mission is to educate young men and prepare them to be men of character, faith, and service. O'Dea provides young men with a Catholic, college preparatory education. Our diverse, single-gender learning environment lays a rich foundation for the academic and social development of our students.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

☐ HS Diploma ☒ Associate Degree ☐ BA/BS ☐ Masters ☐ PhD/MD

List preferred related field for degree:

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

3-5 years experience in a similar position

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Strong written and verbal communication; ability to act with a high degree of confidentiality; ability to multi-task

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Strong computer skills, knowledge and ability to use Office 365, adept at learning a variety of software applications

Salary: Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. The salary range for this position is \$25/hour to \$32/hour.

Benefits: A comprehensive package of benefits is offered including medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.