

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** AH Residential Life

**POSITION:** Residential Life Administrative Assistant

**GENERAL SUMMARY**

This position will report directly to the Director of Residential Life and in addition will support the departments and/or staff assigned to the Director including; Residential Life Enrichment, Pastoral Care, Hair Salon, Gift Shop, Librarians, House Treasurer, and Food Service. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters and assures confidentiality at all times with issues relating to residents, guests, and fellow employees.

**ESSENTIAL FUNCTIONS**

- Provides administrative support to ensure efficient operation of the Office of Residential Life
- Provides project management for continuous multiple projects, events, and activities
- Coordinates fleet of vehicles including; maintenance scheduling, sign-in sheets, and recaps of usage
- Maintain confidential files
- Provide support and coordination for funerals
- Create Doodle polls, Zoom meetings, and Google team meetings
- Support administration of department budget
- Exhibits polite and professional communication via phone, email, and mail
- Schedules meetings, and supports visitors
- Assist in the preparation of regularly scheduled reports
- Develop and maintain filing systems
- Maintain Contact lists
- Act as point of contact for Sisters, visitors, and Residential staff
- Liaison with Executive Assistant to handle requests and queries
- Carries out administrative duties including, but not limited to; filing, typing, copying, binding, and scanning
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques
- Reviews and prepares invoices and back up documents for approval
- Contributes to team effort by accomplishing related results as needed

**OTHER FUNCTIONS**

- Other duties as assigned by the Director of Residential Life

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation
- Valid Minnesota Driver's license, passing a driving record background check

**QUALIFICATIONS**

- Post-secondary education as Administrative Support, two years secretarial experience or any similar combination of education and experience required
- Computer literacy with proficiency in various computer applications including MS Office, Doodle, and Zoom
- Ability to communicate effectively to various groups with excellent oral and written skills
- Ability to multi-task and establish workflow priorities on a continuous basis
- Strong communication, organizational, problem solving, and planning skills
- Ability to maintain a high level of confidentiality
- Skill in writing, proofreading, and editing
- High attention to detail

**WORKING CONDITIONS**

- Standing, sitting, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis
- Extended periods of standing, walking and sitting may be required
- Occasionally required to lift, push, pull, or carry objects weighing 5 – 10 lbs.
- Work requires use of computer keyboard and mouse
- Work requires a large extent of verbal communication

**ACCOUNTABILITY:** Reports to the Director of Residential Life  
**POSITION LEVEL:** N-6  
**FLSA:** Non-Exempt  
**DATE PREPARED:** November 2022

**SIGNATURES:**  
 The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_