

OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site:www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for an **ADMINISTRATIVE ASSISTANT TO THE DEAN** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***ADMINISTRATIVE ASSISTANT TO THE DEAN***

POSITION STATUS: Full-Time, Non-Exempt

SUMMARY: Responsible for secretarial, clerical and support tasks for the Academic Dean and Associate Dean as well as other academic programs; provide a professional, hospitable and service-oriented environment; ensure timely response to all visitors, walk-ins, telephone requests, and emails; keep accurate files; review and maintain calendars, scheduling of appointments and meetings, and assist in event management/coordination. Provides staff and office support for the Dean, to include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate; serves as a primary point of contact and liaison between the office, students, and external constituencies on a range of day-to-day issues. Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; and provides administrative support and follow-up on matters arising from meetings. Serves as the recording secretary for meetings including but not limited to, Academic Committee Meeting, Faculty Meeting, Integrity of Creation Council, Staff Council and Hispanic Engagement Committee and the Dean and Formators monthly meeting. Produces accurate record of all meetings to be stored as official minutes. Plans, organizes, coordinates, and directs office workflow in the office of the Dean to ensure that timelines are met; coordinate and oversee projects as assigned. Interacts directly with the Offices of the President, VP of Finance, VP of Administration, VP of Institutional Advancement, and Program Directors to gather information. Acts as a resource for their inquiries and requests, and often acts as the voice of the Dean's Office with faculty on all matters. Performs basic statistical calculations on data for reports and presentations with accuracy, including the monthly financials and creates the upcoming year's budget draft. Records, stores, manages, and disseminates confidential and sensitive assessment data, as appropriate, including student and faculty matters. Serves as backup Designated School Official (DSO) for the Student and Exchange Visitor Program (SEVIS). Processes adjunct and visiting faculty contracts on a semester basis. Contact them regarding responsibilities, orientation, submission of educational transcripts and required tax documentation on behalf of the Business Office. Creates and maintains electronic copies of semester textbook lists, course syllabi, and faculty office hours. Maintains physical and electronic files on faculty and adjuncts. Maintains confidentiality of records and information. Maintains Academic Calendar and Faculty Meeting and Events Calendar. Oversees the process, distribution, and collection of Course-Instructor Evaluations, upon their creation using Survey Monkey specific to each course. In coordination with the Associate Academic Dean, schedules student evaluation sessions based on the feedback on more than one hundred students using Macros and distributes the schedule to instructors. Takes accurate minutes and notes for each individual student to update and record their instructor's feedback. Completes the student evaluation process by collecting and sending electronic copies of completed evaluations to individual students and to formation directors. Proofs and prints worship aids and handouts as required. Creates and distributes "Friday Updates" to all students, faculty, and staff during the academic year. Assists with technology for classes and meetings to accommodate Zoom and hybrid media. Keep an updated contact list of Formation Directors. Manages revisions and the distribution of the OST Handbooks formed in the Dean's Office. Inventory, orders, and monitors office supplies, including supply requests from faculty, and endures classrooms have supplies. Performs specialized administrative duties required to support the specific program areas. Serves as Administrative Assistant backup for Degree Program Administrative Assistants.

Assists the Associate Academic Dean in maintaining campus Digital Boards and digital media. Reports all music copyright permissions with One License. Plays significant role in hosting faculty candidates on official school visits, including all logistics, room and board, arranging/serving meals, welcoming, and transportation. Performs other office related duties as assigned by the school's Deans.

WORK HOURS: 40 hours per week; some weekend and evening shifts required.

EDUCATION/SKILLS: High School degree and three years of experience in the field, required. Associate or four-year degree preferred. Knowledge in religious settings is a plus. Excellent written and oral communication skills required. Ability to compose and critique proper business communications and other materials, required. Highest level of proficiency in MS Suite (Word, Excel, PowerPoint, Outlook, and Publisher), required. Knowledge of Acrobat Pro required. Creative and efficient critical thinking skills required. Detail-oriented and highly organized, required. Have proficient knowledge of Survey Monkey, Moodle, Zoom, Teams and Canva, required. Bilingual (English/Spanish), required.

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer