



FIAT CLASSICAL

— A C A D E M Y —

Administrative Assistant Position

Seeking a highly organized and proactive person to support the Head of Mission and Headmaster in a wide range of tasks in the areas of administration, development, admissions, and student life.

Responsibilities and Duties

Administrative/Office

- Represent the school in a professional yet warm manner, when answering the phone and door.
- Understand the annual cycle of events and needs with the ability to proactively advance tasks pertaining to upcoming events.
- Schedule space reservations with the parish.
- Manage office tasks such as organizing and keeping paper files, making copies and managing the printers.
- Record-keeping of income and expenses.
- Prepare checks to pay invoices.
- Make purchases for administrators and staff.
- Run errands such as picking up orders, making purchases, and delivering flyers to businesses and schools.
- Prepare, manage, and execute mailings such as annual tax letters, the annual report, and the end of year appeal (including student's personal letters and families' contacts).
- Send information to parishes and schools for admissions and publicity purposes (bulletin announcements, flyers, etc.).
- Complete paperwork on behalf of the Head of Mission and Headmaster.
- Initiate regular check-ins with the Head of Mission and assist in prioritization of items.

Development

- Manage Salesforce platform for donor and admissions information, including data entry, tracking and running of strategic reports. (Note: training will be provided.)
- Keep track of donor correspondence, including writing thank you notes.
- Plan an annual event to thank benefactors.
- Assist with the annual Gala.

Admissions

- Coordinate scheduling of preview days and family tours.
- Annual set-up and management of TADS online portal for financial aid and tuition management.
- Collect family information and complete online Choice Scholarship (voucher) applications.

Student Life

- Manage Safe Parish database and volunteer onboarding.

Qualities Needed

- Faithful practicing Catholic.
- Able to preserve confidentiality.
- Excellent written and verbal communication skills.
- Able to work with Word, Excel and Google documents, as well as Salesforce and TADS databases. Training will be provided.
- Attention to detail and thoroughness in accomplishing tasks.
- Able to determine priorities and meet deadlines.

Reports to: Head of Mission

Compensation: Commensurate with experience and expertise.

Hours: This is a part-time position for three days a week in the office. The days of the week are flexible.

To apply: Please send a resume, cover letter, and three references to the Head of Mission, Brad Macke at bmacke@fiatclassicalacademy.org, or by mail to Fiat Classical Academy, PO Box 63, Aurora, Indiana 47001.