**Dominican Academy**

**Assistant to the President and Registrar Position Description**

**Reports to:** President

**The Institution**

Since 1897, Dominican Academy has been educating young women in the Catholic tradition of Saint Dominic, offering a rigorous academic program distinguished by a firm commitment to values of truth, integrity, prayer, community, and service. As a Catholic, college-preparatory high school sponsored by the Dominican Sisters of Peace and located on the Upper East Side of Manhattan, Dominican Academy challenges and empowers intelligent young women to become spiritual, intellectual, moral, and socially responsible leaders in a global society.

**Position Overview**

The Assistant to the President of Dominican Academy facilitates the efficient operation of the President's Office by performing a variety of clerical, support and administrative tasks. The Registrar creates, updates and maintains student academic records. This staff person represents Dominican Academy and embraces, embodies and communicates the vision, mission, and values of Dominican Academy.

**Primary Responsibilities of President Assistant**

* Oversees, coordinates and performs day to day school administrative functions associated with the President’s Office including: providing administrative assistance; coordinating and scheduling travel, meetings, and appointments; screening calls; and greeting visitors.
* Assists with expense sheets, credit card receipts and budget management.
* Purchases office supplies; orders, maintains and sells school spirit wear; and orders food for meetings as needed.
* Supports all school events with an emphasis on Commencement-related activities by ordering invitations, diplomas, medals, and academic regalia.
* Assists the Parents’ Association with communications and some clerical support for meetings and events.
* Offers administrative support to other departments including proofreading, printing and mailing of materials.
* Serves as a support to the Board of Trustees in facilitating communications, sending out meeting reminders, disseminating materials in advance of meetings, and coordinating all aspects of meeting set up.
* Handles gifts, flowers, Mass cards, etc. coming from the President's Office.
* Additional responsibilities that may be given, from time to time, by the President.

**Primary Responsibilities of Registrar**

* Prepares, maintains and updates the student database and ensures its accuracy.
* Provides student data, contact information, and statistics to various school departments and outside third parties, as needed.
* Prepares and updates the School Student/Parent Directory and updates the Staff Employee Handbook (Non-Bargaining Employee Handbook).
* Uploads and processes Quarterly Progress Reports and Report Cards; provides directions to access such reports; posts Honor Rolls; and sends Honor Roll letters to grammar schools.
* Prepares certificates for the National Honor Society members and class awards at year end.
* Prepares and updates transcripts for current students and alumnae and distributes on request.
* Aids in processing student applications for working papers.
* Handles correspondence with the New York Archdiocese regarding Inner City Scholars Program; makes student nominations; files paperwork; and supervises student essays and thank you notes.
* Enters courses, and faculty and student schedules into database.

**General Qualifications**

* + A strong belief in Catholic Dominican education including the values of prayer, study, community, service and diversity.
	+ Ability to work collegially within a team of educational leaders and an active group of volunteers and Board of Trustees.
	+ Excellent communication skills, both oral and written.
	+ Able to manage multiple tasks, prioritize and meet deadlines.
	+ Possess high energy, attention to detail, and the ability to organize effectively and work independently.
	+ Able to maintain confidentiality of information.

**Education, Experience and Specific Qualifications**

* A bachelor's degree is required.
* A minimum 3-5 years of experience in an administrative role, school setting preferred.
* Proficiency with all Microsoft Office programs and familiarity with database programs including Rediker and File Maker.
* Occasional evening/weekend work is required.

**Application Process**

Please send a cover letter that expresses the qualities and experience you possess that make you fit for this position and a current resume that includes dates for all degrees, certifications and experience to:

Careers@dominicanacademy.org

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately with the position filled shortly thereafter.

Dominican Academy

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