



Administrative Assistant - Counseling Office

CLASSIFICATION: NON-EXEMPT
FAMILY: Counseling - 9503
EEO CLASSIFICATION: Administrative Support Worker
SOCPC CODE: 43-6014
REPORTS TO: Director of Counseling
DATE CREATED: 11/15/2017
DATE REVIEWED: 05/15/2026, 7/14/23, 11/14/22

Required Education/Experience	Preferred Qualifications/Experience
High School Diploma with experience as office support and/or administrative assistant Experience with Google Suite and Microsoft Office tools	Associate degree Experience in a high school setting. Experience with databases or learning management systems used in education.

MISSION STATEMENT

Benet Academy, a Catholic, college preparatory school rooted in the Benedictine tradition, forms young men and women into compassionate leaders, critical thinkers, and faithful servants of God and neighbor.

VISION STATEMENT

A community for life, the Benet Family inspires servant leaders, shaped by prayer and work, who live the Gospel in today's world.

JOB DESCRIPTION

Summary/Objective

Under the direct supervision of the Director of Counseling, this position provides administrative and secretarial support for the Director and counseling department. This person serves as the first point of contact in the counseling office and therefore must create a welcoming environment, greet all who enter the office, and determine how to resource the needs presented.

Essential Functions

I. Counseling Office Support

A. College Counseling Related Items

1. Orchestrate and facilitate all college visits to Benet Academy, including the Catholic College Fair in the spring.
2. Provide information about scholarships and enrichment program opportunities to students and parents regularly
3. Manage the National Merit Scholarship account.
4. Update the Benet Profile on an annual basis

B. School Counseling Related Support

1. Research and maintain a list of credit recovery programs, test preparatory programs, and summer opportunities for students. Communicate opportunities to appropriate stakeholders in a timely manner as needed.
2. Support standardized testing as needed.

II. Database Maintenance

- A. Work with the Database Manager to ensure student information and standardized test scores are uploaded and updated in Benet's LMS.
- B. Maintain appropriate records and scholarship information in College and Career Readiness (CCR) platform.
- C. Create and manage a scholarship log for each graduating class.

III. Registrar

- A. Record and maintain accurate ACT/SAT records, report cards and transcripts.
- B. Create permanent record files and update with test labels.
- C. Send Transcripts to colleges, NCAA, scholarship agencies and coaches.
- D. Satisfy transcript requests, and complete education and grade verifications upon request (including but not limited to, Driver Education)

IV. General Duties

- A. Maintain bulletin boards on a weekly basis.
- B. Recruit, train and supervise parent volunteers and student ambassadors.
- C. Maintain and order supplies for the counseling office
- D. Other duties as assigned.

Competencies

- Requires knowledge of general school or professional office environments.
- Requires knowledge of technology in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operations, including but not limited to, phones and copiers.
- Requires strong customer service-related skills, problem solving skills and strong interpersonal skills.
- Requires strong written and verbal communication skills.
- Requires the ability to balance the demands of a multi-tasking position and organize and prioritize the workload.
- Must be detail oriented and follow through to meet deadlines and commitments.
- Requires significant confidentiality responsibilities due to parent, student, and staff issues.
- Must demonstrate punctuality, good attendance, and strong work ethics in all areas.

Supervisory Responsibility

This position has no supervisory responsibilities except what is listed in the essential functions.

Work Environment

This job operates in a professional school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level is that of a typical school. This position also deals with very confidential student information.

Physical Demands

This is largely a sedentary role; however, extended periods of time at a keyboard are required as well as filing which would require the ability to lift files, open filing cabinets and bend or stand as necessary. The ability to reach with hands and arms, climb steps, stoop, kneel or crouch is also required. Must be able to lift a minimum of 15 pounds.

Position Type/Hours of Work

This is a 9-month full-time position, the calendar matches that of school counselors and faculty. Generally, this includes the second week of August through the beginning of June. The days and hours of work are Monday through Friday, 7:30 a.m. to 3:00 p.m. There will also be one day per week during summer months. These days are flexible and will be scheduled with the Principal's Office.

Compensation & Benefits

Position is non-exempt and pays \$22.00/hour. This position is benefits eligible (monthly premiums are divided by 18 pay periods to cover the summer months) and accrues paid time off (PTO) according to Benet policy.

Travel

No travel is expected for this position.

EEO Statement

Benet Academy is an equal employment opportunity employer that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

Other duties as Assigned

Serves as a positive role model and always supports the teachings of the Roman Catholic Church. Creates a faith-focused learning environment within the department and school and maintains a Catholic culture in his or her department that is emphasized including but not limited to, words, deeds, manner of dress, and actions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.