



Administrative Assistant - Building & Grounds

CLASSIFICATION: NON-EXEMPT
FAMILY: Buildings & Grounds
EEO CLASSIFICATION: Administrative Support Worker
SOCPC CODE: 43-6014
REPORTS TO: Director of Buildings & Grounds
DATE CREATED: 05/06/2025
DATE REVIEWED: 06/01/2026

Required Education/Experience	Preferred Qualifications/Experience
High School Diploma with 3+ years of administrative experience. Experience with Google Suite and Microsoft Office	Associate degree Experience in a high school setting. Experience with project management or database software.

Additional Eligibility Qualifications

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 Buildings & Grounds, this position provides administrative and secretarial support for the Director and maintenance department.

Essential Job Functions

I. Asset Management Software Integration

- Lead the implementation and daily use of the asset management system for Buildings and Grounds. Responsible for initial data entry, ongoing system updates, and ensuring accurate tracking of facilities assets and maintenance schedules.
- Coordinate Building Use and Event Scheduling - Manage the master calendar for building use, ensuring all internal and external events are scheduled without conflicts. Communicate with relevant stakeholders to confirm space availability and event requirements.
- Facilitate Event Setup Logistics - Receive and process event setup requests. Coordinate with the maintenance team to ensure spaces are prepared according to event specifications.

II. Administrative Support for Department Director

- Provide administrative support to the Director of Buildings and Grounds, including but not limited to preparing reports, drafting correspondence, organizing documentation, and managing departmental files.
- Vendor and Contractor Coordination - Assist the Director of Buildings and Grounds in scheduling and organizing meetings with contractors, vendors, and service providers. Prepare meeting materials as needed and follow up on action items.
- Maintenance Staff Scheduling - Assist the Director of Building & Grounds with accurately maintaining maintenance team schedules and work hours. Ensure timely reporting of timekeeping data to payroll or supervisory personnel.
- Committee and Board Reporting Support - Compile, organize, and format information for presentations and reports to committees and the Board of Directors. Ensure timely and accurate delivery of materials.
- General Office and Communication Duties - Serve as the primary point of contact for inquiries related to Buildings and Grounds. Maintain clear and organized records, answer phones, respond to emails, and perform other clerical duties as assigned.

III. **Additional Duties**

- Adhere to all of Benet Academy's policies and procedures.
- 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 service-related people skills, problem solving skills and strong positive interpersonal relationship skills.
- Requires strong written and verbal communication skills.
- 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 involves using 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 part-time 12-month position, approximately 20 hours per week. The days and hours of work are flexible and can be done remotely upon agreement with the Director.

Compensation/Benefits

Compensation is \$22/hour; a timesheet must be submitted.

At 20 hours per week, this position is only eligible for retirement benefit contributions. Health, dental, vision and life are not included. Paid Time Off (PTO) is accrued per Benet policy.

Travel

May involve local travel

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.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for an Administrative Assistant at Benet Academy. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions described.

Print Name: _____

Employee Signature: _____ **Date:** _____

This job description has been approved by all levels of management:

President or Principal: _____

Dept. Director: _____

HR Manager: _____