



Administrative Assistant

Full-time, on-campus, 12-month (non-exempt).

Overview

This position combines front-desk reception, attendance, bookkeeping, and general office support with registrar duties, including enrollment processing, transcript management, and compliance reporting. The Administrative Assistant is the first point of contact for families, visitors, and vendors, and is responsible for student information management from admission through graduation/transfer.

Key Responsibilities

Reception and Front Office

- Warmly greet and assist students, parents, visitors, and vendors; uphold a culture of Catholic hospitality.
- Manage the phone system, voicemail, and general school email; route inquiries promptly and professionally.
- Oversee visitor check-in/out, badges, and lobby safety in accordance with school policies.
- Support daily communications: bell schedules, announcements, parent notifications, and weekly bulletins.
- Receive and distribute mail, deliveries, and faxes; maintain a tidy, welcoming reception area.
- Coordinate calendars for front office spaces and shared resources; support event logistics as needed.

Attendance and Student Services

- Record daily attendance and tardies; track early dismissals and re-entries; follow up on absences per policy.
- Coordinate attendance-related communications with families and faculty; generate reports for administrators.

Registrar and Records Management

- Manage student records lifecycle: application intake, enrollment/reenrollment, scheduling data, transfers, withdrawals, and graduation/advancement.
- Maintain accurate, confidential cumulative files and digital student information system (SIS) records in compliance with FERPA and diocesan policies.
- Produce official transcripts, report cards, enrollment verifications, and records requests; process transfers in/out.
- Compile and submit state, diocesan, and accreditation reports; support audits and data reviews.
- Coordinate annual roll-over in the SIS; ensure data integrity, coding consistency, and archival procedures.

Admissions and Enrollment Support

- Assist with admissions communications, tours, and intake documentation; track required forms (baptismal certificates, immunizations, sacramental records).
- Support tuition/enrollment contract processing in collaboration with finance and advancement offices.
- Maintain waitlists and enrollment dashboards; provide periodic status reports to leadership.

Bookkeeping

- Track and manage billing and payments of tuition and fees.
- Coordinate Odyssey payments with families who have been awarded TEFA.

Communication and School Culture

- Model and communicate the school's Catholic identity in person, on the phone, and in writing.
- Protect confidentiality; handle sensitive issues with discretion, empathy, and professionalism.
- Assist with crisis communications and safety procedures; participate in drills and emergency response per the school's plan.

Office Administration

- Maintain office supplies and copier/printer needs; process purchase requests within budget guidelines.
- Prepare standard letters, forms, and templates; update front office procedures.
- Provide general administrative support to the principal and leadership team.

Qualifications

Required

- High school diploma or equivalent; associate degree or relevant coursework preferred.

- Two or more years of experience in reception, office administration, or school records management.
- Strong proficiency with office software (Google Workspace or Microsoft 365) and student information systems (e.g., FACTS, RenWeb, PowerSchool, Blackbaud).
- Excellent verbal and written communication; exceptional customer service and phone etiquette.
- Demonstrated ability to maintain confidentiality and manage sensitive records (FERPA knowledge).
- Strong attention to detail, organization, and time management; ability to prioritize in a busy office.
- Commitment to supporting the mission and values of Catholic education; ability to work respectfully within a faith-based environment.

Preferred

- Prior experience in a Catholic or independent school setting.
- Familiarity with diocesan policies and state reporting requirements.
- Bilingual proficiency (e.g., English/Spanish).
- First aid/CPR certification.

Competencies

- Hospitality and service mindset aligned with Catholic values.
- Accuracy and data integrity in recordkeeping.
- Problem-solving, discretion, and sound judgment.
- Collaboration with faculty, staff, parents, and parish/diocesan offices.
- Cultural competence and empathy with diverse families.

Physical and Work Conditions

- Frequent sitting/standing; occasional lifting up to 25 lbs; extensive computer and phone use.
- Front office environment with frequent interruptions and in-person traffic.
- Hours: [e.g., 7:30 a.m.–4:00 p.m.], with occasional evenings/weekends for school events.

Background and Compliance

- Successful completion of background check, reference checks, and Safe Environment/Protecting God's Children training as required by the Archdiocese of San Antonio.
- Adherence to all school, diocesan, and state policies, including FERPA and health/immunization record requirements.

Compensation and Benefits

- Salary commensurate with experience and education.
- Benefits may include contributions to retirement plan, vacation, and paid leave.

Application Instructions

Please submit:

- Cover letter expressing interest and alignment with Catholic education.
- Current resume.
- Three professional references.

Send materials to: Dr. Kenneth Rohrbach, Headmaster at kenneth.rohrbach@moyeschool.com by July 10, 2026 with subject line: Administrative Assistant – Blessed Father Moye School..