



## Join our JP II Cardinal Family *Executive Administrative Assistant - President's Office*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

**Posting Date:** January 21, 2025

**Posting Close Date:** Until Filled

**Location:** Plano, TX

**FLSA Status:** Non-Exempt

**Position Type:** Full-Time

### General Summary of the Position

The Executive Administrative Assistant provides high-level support to the executive officers in the Office of the President. This includes performing administrative and clerical duties and skilled tasks including preparing reports, conducting research, and communicating on behalf of leadership.

### Essential Duties and Responsibilities of the Position

- Maintains calendar for President.
- Creates and maintains office files.
- Records minutes at Board and Committee meetings; distributes approved minutes at least 5 days in advance of the next meeting.
- Assists Principal with Staff Development; TCCBED Reports; Catholic Schools Office Reports; Faculty Meeting Agendas and Powerpoints.
- Keeps an updated Telephone Extension List/Emergency Phone Tree List/Faculty Addresses.
- Creates and Maintains Board of Director/Trustee & Committee Contact Lists.
- Processes and maintains budget books for President's Office purchase orders.
- Monitors school stationery supply and orders when necessary.
- Monitors certificate paper for Spring programs and orders when necessary.
- Coordinates recognition and award ceremonies for students and Board members.
- Processes Board of Director/Trustee agendas/packets for all board meetings; creates yearly meeting schedule for approval.
- Creates yearly schedules of the Faculty/Staff, Cabinet and Board meetings for approval by the President.

- Other duties as assigned.

## **Position Requirements**

### **Knowledge, Skills and Abilities:**

- Able to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job requirements.
- Has a working knowledge of the Blackbaud System in relation to acquiring student/faculty information.
- Proficient in both Microsoft and Google Suites.
- Has knowledge of the overall workings of the school office/President's office/finance office/advancement office; assists in reminding administrators of specific area needs/information/meetings/etc.
- Ability to routinely gather, collate, and/or classify data; and use basic, job-related equipment.
- Knowledge of telephone etiquette and operations.
- Possession of strong interpersonal skills and sound judgment.
- Ability to communicate effectively with the public, employees, and peers.
- Ability to store and file correspondence and data in an organized manner.
- Ability to use correct grammar when writing and speaking.
- Ability to perform a variety of tasks.
- Ability to maintain confidentiality.

### **Education and Experience:**

- Associates degree required; Bachelors degree in related field preferred.
- Three to five years of experience in an administrative role.

### **Physical Requirements Specific to the Job:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **Special Requirements**

### **The Executive Administrative Assistant is a mission-driven follower of Jesus Christ:**

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

*We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications. Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.*

### **Letter of interest and current resume to:**

Mr. Mark Crawford

Director of Human Resources  
John Paul II High School  
900 Coit Road  
Plano, Texas 75075  
[markcrawford@johnpaulihs.org](mailto:markcrawford@johnpaulihs.org)

**Benefits:**

- 100% Premium-paid employee coverage for Medical, Dental\*
- Employer-paid Life Insurance, up to \$50,000
- Paid Maternity/Paternity/Adoption Leave\*
- Vision, Long-term Disability, purchase of supplemental Life Insurance for employee and dependents\*
- Medical & Dependent Care Flexible Spending Accounts
- Generous Retirement Savings Plan 403(b)\*
- Generous Paid Time Off

*\*some restrictions apply*

*Interviews conducted as needed.*