



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced administrative professional to serve as **Administrative Assistant - Activities Department**.

Reporting to the Activities Director, the **Administrative Assistant to the Activities Department** provides organizational support, communication, clerical assistance and logistical services to the activities department.

## RESPONSIBILITIES:

- Supports the Activities Director in the effective management of the HM Activities Program which includes athletics, clubs, and theatre
- Implements and maintains accurate records for athletics (registrations, team rosters, databases, inventory, certifications, transportation and field requests)
- Enters, updates and maintains all athletic results and related activities
- Ensure timely updates to digital platforms/social media to share information about practice, games, and important athletic updates
- Coordinates all transportation needs associated with the Activities Program -including scheduling, communicating schedules, managing requests for transportation and drivers
- Performs various bookkeeping related tasks for the Athletic Department
- Performs various administrative support activities and functions for the department
- Maintains compliance with all rules and regulations of the MSHSL
- Manages and coordinates the Middle School Athletic Program
- Coordinates and manages all promotion of activities and athletics games and events in conjunction with H-M's marketing and communications department
- Coordinates all schedule-related communication between programs and families
- Performs other duties of a comparable level or type.
- Represent Hill-Murray to prospective families and guests of the school during informal visits and formal events (e.g., Open Houses, new students events, campus visits, etc.)
- Ensure smooth athletics operations through presence at weekly facilities planning meetings and effective communication across the school
- Act as site coordinator at athletic home competitions, overseeing game day operations

## Qualifications:

- Bachelors degree with experience in an independent school activities department
- Exceptional technological fluency (e.g., MS Word, Excel, and Google applications) and previous experience supporting data management
- Outstanding organizational and task management skills, patience, superb interpersonal skills, and the ability to communicate clearly, professionally, and proactively in person and over the phone
- Flexibility, good humor, a love of sports, and respect for teenagers and their needs as student athletes
- Willingness to work closely with colleagues and students in a dynamic, collaborative setting

Internal and external applications are accepted until the position is filled. Please send applications to John Pohl – [jpohl@hill-murray.org](mailto:jpohl@hill-murray.org)

**General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

**Compensation and Benefits:**

This is a Full-time, Non-Exempt position. Starting salary is \$20/hour.

**Application Guidelines:**

For consideration, please submit your cover letter and resume as one PDF to [jpohl@hill-murray.org](mailto:jpohl@hill-murray.org).

**Start Date:** July 15, 2022

**Application Deadline:** June 20, 2022