



**ST. MICHAEL *the* ARCHANGEL  
REGIONAL CATHOLIC ACADEMY**

**School Secretary (2 part-time positions available)**

The purpose of the school secretary is to maintain all student records and act as a pleasant and personable resource person for the students, parents, and visitors. The secretary will report directly to the Principal of St. Michael Academy.

**Primary Duties:**

- Maintain official student records for the school.
- Maintain school personnel files.
- Maintain school personnel timesheets.
- Maintain attendance information.
- Maintain all other files, as required.
- Enforce sign in and sign out policy for staff, volunteers, visitors, and parents.
- Assist with marketing, recruiting, publicity, and mailing campaigns, as directed.
- Send updates to parishes, community members, and parents, as directed.
- Distribute mail to appropriate people.
- Schedule all appropriate meetings for the principal, teachers, and students.
- Act as a resource person for students, parents, staff, teachers, principal, and board members.
- Order all supplies for the school.
- Answer all phone calls in a pleasant manner.
- Type all letters, reports, and other items as requested.
- Write thank you notes to donors, maintain donor database, and send tax receipts.
- Perform other responsibilities as assigned.

**Expectations:**

- Remain pleasant and personable at all times.
- Complete assigned tasks in a timely and efficient manner.
- Dress in a professional, non-distracting manner. Jeans are not considered professional.

**Qualifications:**

- Education: minimum of a High School Diploma or G.E.D.
- Proficient in the Microsoft Office Suite (Office, Excel, Outlook, and Publisher).
- Knowledgeable of correspondence etiquette (both physical and electronic).
- Proficient in Internet usage, social media experience (Facebook, etc.) preferred.
- Able to use and troubleshoot modern office equipment (printer, fax, copier, etc.).
- Knowledgeable and supportive of the teachings of the Magisterium.
- Committed to the mission of St. Michael Academy.

**To apply:** Please email or send résumé and 3 professional references to [principal@stmichaelrca.com](mailto:principal@stmichaelrca.com) or PO Box 413 Petoskey, MI 49770. A Michigan State Police and FBI fingerprint background check, as well as an Authorization of Information to former employer must be completed prior to employment. *There are 2 part-time positions available. They are open until filled.*