



**Bellarmino**  
College Preparatory

## **Summer Programs Administrative Assistant**

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California invites applications for a Summer Programs Administrative Assistant. The Administrative Assistant for our Summer Programs responds to inquiries regarding Bellarmine’s Summer Programs and registration process. They will also be responsible for entering data for paper and online registrants, correcting registration errors and processes tuition refunds. The Administrative Assistant also handles walk-in inquiries and is the Summer Team’s primary customer service agent.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Coordinates communication for Summer Programs through email and phone calls
- Enters and maintains accurate registration data for all applicants
- Manages Summer Programs calendaring
- Assists the Director, Summer Programs with the composition and editing of academic policies and procedures
- Assists the Director, Summer Programs in composing and revising Summer Program Handbook
- Supports the Director, Summer Programs in addressing Faculty needs and communications
- Serves as a front-desk customer service representative
- Fulfills transcript requests and other academic records requests
- Procures and orders Faculty gifts
- Supports the Jesuit mission and philosophy of the program and school
- Abides by all school policies and regulations
- Other duties and/or projects as assigned

### **Minimum Qualifications/Skills:**

- Excellent organizational and communication skills
- Experience working with a diverse group of individuals
- Meticulous attention to detail and capacity to use MS Office, particularly Excel
- Comfortable answering and returning phone calls

### **Preferred Qualifications:**

- Experience working with adolescents and parents
- Experience working in a Catholic, Jesuit school

### **Physical Requirements:**

- Ability to frequently lift up to 25 pounds with little to no assistance, using proper lifting techniques
- Ability to use a keyboard (or an alternative input device) and other office equipment.
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop.

### **General Information:**

- Reports to the Director, Summer Programs

- Compensation Range: \$20 - \$25 per hour DOE
  - Looking to start work asap potentially through the end of July 2023; if interested to continue, position will start again in December with lighter hours in preparation for the following year
  - Hours of work will be 3-6 hours per day with opportunities for remote work in the process
  - This position is classified as Supplemental, Part-Time, Non-Exempt
  - This position is not eligible for Bellarmine's benefits
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**To Apply Online:** View [BCP Career Center](#) and apply directly online.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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