

Good Samaritan Education



Mission Support Services

*“Stewarding the Good Samaritan Benedictine spirit
into the future”*

Administrative Assistant

Good Samaritan Education

Good Samaritan Education is responsible for 10 incorporated Catholic colleges in the Good Samaritan Benedictine tradition. *Good Samaritan Education* is an ecclesial and civil law entity which was established in 2011 when it assumed the rights and obligations of the Sisters of the Good Samaritan in carrying forward the ministry of Catholic education in its Colleges.

1. CONTEXT

The Mission Services Support team is the secretariat of *Good Samaritan Education*. It consists of:

- Executive Director
- Director Mission Integration
- Director Finance and Resources
- Mission Team

Mission Support Services (MSS) is tasked with stewarding the Good Samaritan Benedictine tradition into the future through the oversight of effective governance and development and implementation of spiritual formation and immersion programs for adults engaged in the mission of *Good Samaritan Education* and for students in Good Samaritan schools. The MSS team also oversees the financial management of programs, professional development and resource acquisition and management. MSS is led by the Executive Director. The MSS Team embodies the following values in its endeavour to form and build community:

- **Communio** – committed to mutual service and acting from a place of discernment and integrity in fidelity to the Charism of Good Samaritan Education
- **Compassion** – caring deeply for the dignity and wellbeing of others in response to the gospel imperative love of God and love of neighbour
- **Hospitality** – creating space for others with love, respect and mercy and welcoming all as Christ (RB53:1)
- **Humility** – accepting who I am, seeking right relationships and opening self to the liberating and objective wisdom of another

2. PURPOSE OF POSITION

The MSS Administrative Assistant performs administrative duties for the Mission Support Services, in particular:

- Assistance to the Executive Director
- Assistance to Director Mission Integration and Director Finance and Resources
- Support for Mission Team programs

Good Samaritan Education seeks a person capable of managing the team's office environment providing everyday administrative support as well as project participation.

3. CHARACTERISTICS and QUALIFICATIONS

The Administrative Assistant will demonstrate the following:

- willingness to grow in understanding of the mission of *Good Samaritan Education*
- interest in education within a Good Samaritan Benedictine framework
- experience and willingness to work within a virtual office environment
- knowledge and experience in an educational setting an advantage
- knowledge of financial operations and experience with basic financial management and resource acquisition
- knowledge and experience with digital diary management across a number of staff
- competency with the Microsoft Office suite
- effective oral and written communication skills
- exceptional organisational skills
- ability to exercise initiative
- ability and willingness to work flexible hours
- ability to work as part of a team

4. REPORTING RELATIONSHIP

The MSS Administrative Assistant reports to the Executive Director

5. RESPONSIBILITIES

The MSS Administrative Assistant will be primarily located in the *GSE* office, 2 Avenue Rd Glebe in Sydney.

Team members are located across three states and in urban and regional areas. The MSS Administrative Assistant will facilitate effective communication between members of the team including teleconferences and travel arrangements.

Key tasks:

- Assistance to MSS key personnel to support the effective operation of *Good Samaritan Education*
- Assistance with organisation of *Good Samaritan Education* events including preparation of materials
- Coordination of administrative processes for programs and immersions including registration, dissemination of information, venue bookings, travel liaison, compliance requirements – medical, OHS etc
- Management of databases and company folders
- Recording of meeting Minutes for Governing Council, Finance Committee and MSS meetings
- Liaison with the Finance office in managing invoicing and payment authorisation

7. TIME COMMITMENT

The MSS Admin Assistant will be appointed 0.6FTE (3 days per week). The ability to extend to 0.8FTE (four days per week) on occasion is desirable.

8. PERIOD OF APPOINTMENT

This is a fixed term contract until December 31, 2017. The possibility exists for the position to become on going.

9. REMUNERATION

The Salary level, pro rata, will be negotiated around the current industrial agreement for a Principal's Personal Assistant in the Catholic sector.

10. CRITERIA FOR SELECTION

- a. Demonstrated high level skills in office administration with the ability to support a number of key personnel
- b. High level skills and experience in use of IT to support management and communication including experience (preferred) in working in a virtual (Citrix) office environment
- c. Knowledge of, interest in and experience in an educational setting, ideally in the Catholic education sector and including knowledge of the Good Samaritan tradition.
- d. Demonstrated high level communication and organisational skills
- e. Ability and willingness to work as part of a team demonstrating flexibility and initiative.

11. TIMELINE

MAY 16	Advertisement
MAY 30	Applications close
JUNE 1	Shortlisting
JUNE 5	Interviews (the week of)
JUNE 9-13	Referee checks
JUNE 14	Appointment