WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated to and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Executive Assistant for the Institute of Homiletics. This position will work closely with the Director and Associate Director to ensure efficient operations of the Institute for Homiletics and its interactions with those it serves. This individual will be responsible for managing the office interfaces of the Institute. Duties include frequent new and varied work situations. The position may involve confidential matters requiring discretion. Ability to fluently speak, translate, read and write in Spanish and English is essential. A team spirit and the capability to work independently are needed for this position.

PRIMARY RESPONSIBILITIES

- Provide executive-level administrative support to the Executive Director and Associate Director
- Manage the office for the Institute for Homiletics and its directors. Handle correspondence, filing, phone, financial, equipment, calendar, etc.
- Serve as a liaison and interfaces with UD staff to synchronize administrative interactions.
- Coordinate financial affairs for the Institute that includes:
  - Track monthly expenses, requisition supplies and equipment
  - Process check requests; maintain deposit records, reconcile credit card expenses, and send invoices.
  - Submit expense reports, assist with developing and tracking the annual budget.
  - Compile reports and take and distribute minutes for the Institute of Homiletic Advisory Council meetings. Participate in and take notes at the Institute’s collaborative brainstorming and planning sessions.
- Manage lay volunteers who participate in the Institute’s programming for clergy.
UNIVERSITY OF DALLAS

- Translate incoming and outgoing Spanish communications; organize intercultural programming; work closely with directors to create Hispanic programming; speak the language of the Catholic clergy.
- Coordinate the calendar for all programs, timelines, and deadlines.
- Integrate the Institute’s programming calendar with that of the Diocese of Dallas. Keep consistent communication with the vicar for clergy and the ongoing formation director of the Diocese.
- Maintain, update, and make recommendations for continual improvement of the Institute’s website.
- Maintain and update confidential files on each participant in the Institute’s programming with data entry and filing of evaluations, transcriptions of videos as needed.
- Coordinate newsletter.
- Organize and handle events, including making travel arrangements, coordinating lodging and meals, and scheduling facilities; participate in off-site events as needed.
- Interact consistently with directors and program participants. Prioritize and follow up on incoming issues and concerns as they arise.

MINIMUM REQUIREMENTS

- Four-year degree preferred.
- Three years of office experience required, preferably in a university, diocesan, and/or non-profit setting.
- Intimate working knowledge of the structures and personnel of the diocese of Dallas is optimal.
- Bilingual in English and Spanish.
- A Catholic in good standing is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- A strong understanding of office automation practices, procedures and equipment, standard records maintenance procedures, and budgeting.
- Proficient with principles and practices of bookkeeping/accounting.
- Skilled in composing correspondence.
- Able to communicate effectively both orally and in writing, in English and Spanish.
- Able to react flexibly to constantly shifting demands; to exercise independent judgment and decision making in the absence of direct supervision.
- Able to prepare accurate reports from various statistical or accounting documents.
- Work independently on complex and confidential clerical and administrative tasks.
- Proficient in all Microsoft Office programs, including Word, Excel, and Access.
- Skilled in PC-based accounting and database.
ADDITIONAL INFORMATION:

- Supervise and train student workers.
- Manage volunteers who participate in the Institute’s programming.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.