

SACRED HEART MAJOR SEMINARY

JOB DESCRIPTION	
Position Title: Administrative Assistant to the ILM Dean	Department/Office/Division: Institute for Lay Ministry
Title of Immediate Supervisor: Dean of Institute for Lay Ministry	Prepared by/Date: Dr. Kevin Clarke, Aug. 2025
Title of Positions Supervised: N/A	Work Location: Hours Authorized: 2701 Chicago Blvd. Detroit, MI 48206 Full-time, 35 hours a week, Monday-Friday, 8:30 am-4:30 pm
Approved by Dean/Date: Aug. 19, 2025	Classification & Compensation: Hourly at rate of \$22 to \$26 per hour

POSITION SUMMARY

The administrative assistant, as a team member of the Institute for Lay Ministry (ILM), provides direct administrative support to the Dean of the ILM and assists in the various projects assigned to the ILM Office. The assistant warmly welcomes visitors to the ILM and serves as a presence of hospitality to commuter students and other visitors. The Institute for Lay Ministry is the department of the seminary that oversees commuter student concerns, career services, and formation for lay students.

MAIN AREAS OF RESPONSIBILITY

1. Administrative support to the ILM Dean
2. Hospitality to ILM visitors, students, and collaborators

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

Administrative Support to the ILM Dean

Perform a broad range of administrative duties for the Dean:

1. Highly proactive in identifying and fulfilling Dean's needs in scheduling and background information preparation. Maintain Dean's appointment calendar by planning and scheduling meetings, conferences, video conferences, and travel.
2. Prioritize and route telephone calls, respond to emails and other communications in the ILM, performing general desktop publishing.
3. Utilize a filing system, including the ILM Google folder.
4. Organize meetings and take meeting minutes as requested.
5. Create and maintain student formation files.

6. Perform tasks associated with lay formation programs, events, and activities.
7. Conduct research on various items and prepare reports.
8. Maintain office and student lounge supplies inventory, placing orders as needed.
9. Maintain ILM financial records, process invoices and reimbursements.
10. Ensure the accuracy of all information communicated by the ILM.
11. Collect student evaluations and prepare reports as requested.
12. Monitor formation and ministerial events throughout the Archdiocese of Detroit and in various virtual forums and communicate them to lay students.
13. Complete tasks associated with Equip courses as assigned by the ILM Dean.
14. Other duties as assigned by the Dean of the Institute for Lay Ministry

Hospitality to ILM visitors, students, and collaborators

Welcome and help direct all visitors warmly and with a heart for service:

1. Introduce the ILM as a central resource for all formation needs, such as spiritual direction, community and prayer support, networking, and student life resources.
2. Work closely with other seminary departments, especially the departments of admissions and distance education which share initiatives with the ILM.
3. Extend a friendly and generous welcome to outside visitors.
4. Act as a liaison with outside groups, especially with the Archdiocese.
5. Foster communication, promote the work of the ILM, and cultivate relationships with current commuter students and alumni.

QUALIFICATIONS

1. Committed to supporting and advancing the Seminary's mission.
2. Education: bachelor's degree required; master's preferred.
3. Extensive knowledge of Catholicism required.
4. Strong interpersonal skills, including effective communication, problem solving, listening, empathy, professional and positive demeanor.
5. Administrative experience in higher ed or ministry strongly preferred.
6. Ability to keep track of and make progress in multiple projects at the same time.
7. Enjoys administrative work; exercises discretion, diplomacy, and tact.
8. Detail-oriented with strong organization and time-management skills.
9. Strong work ethic, self-motivated, and collaborative spirit.
10. Bilingual English/Spanish is preferred.
11. Technological proficiency, including Google products and Microsoft Office Suite.
12. Experience in scheduling meetings on Google Calendar and Zoom required.
13. Ability to learn unfamiliar technologies necessary for collaboration.
14. Respects confidentiality relating to ILM business and student files (FERPA).
15. Willing to complete regular training tasks related to the job.
16. Occasional evening and weekend hours and travel availability may be required.

ABOUT THE INSTITUTION

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Please submit resume and cover letter if interested:

Attention: Martin Vucinaj, Director of Finance/Treasurer
Email: Vucinaj.martin@shms.edu
Mail: Sacred Heart Major Seminary
Attn: Martin Vucinaj
2701 Chicago Blvd.
Detroit, MI 48206

Review of applications will begin September 13 and continue until the job is filled.

Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law.