

SACRED HEART MAJOR SEMINARY

Executive Assistant to the President/Rector Full-Time Position

Hourly Range: \$26 - \$32

The Executive Assistant to the President/Rector provides comprehensive administrative, relational, and communication support to the President/Rector and assists with the effective operation of seminary functions. This position serves as a key point of coordination and communication, helping to foster a welcoming, professional, and mission-focused environment that promotes authentic discernment for priestly vocations and lay ministry.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Understands and adheres to the mission, vision and values of Sacred Heart Major Seminary
2. Receives office visitors, telephone calls, and e-mails, and communicates information as necessary.
3. Processes mail, maintains office files, makes copies, and shreds appropriate documents.
4. Handles office correspondence, including letter and memo processing.
5. Creates, composes, and edits administrative correspondence, forms, and documents
6. Sorts, organizes, and files institutional records in digital and physical formats in accordance with seminary policies and procedures
7. Responsible for scheduling and maintaining multiple calendars
8. Attends Board of Trustee's meetings and prepares meeting minutes
9. Arranges travel plans and itineraries.
10. Maintains inventories of office supplies for the Seminary
11. Responsible for reconciling and coordinating credit card expenses
12. Handles all aspects of the US Postal stamp machine and billings
13. Plans and schedules President/Rector meetings and correspondence
14. Plans and coordinates SHMS events
15. High level interdepartmental cooperation
16. Responsible for inputting new seminarian student information in the Student Information System
17. Handles confidential and sensitive documents
18. Maintains and coordinates room requests (i.e., Chapel, Ward Library, Auditorium, Boardroom) and accommodations for overnight guests.
19. Other duties as assigned.

QUALIFICATIONS

1. Possesses an Associate's Degree or better; three years of administrative experience or its equivalent.
2. Demonstrates excellent organization, relational, and communication skills.
3. Demonstrates strong computer skills, especially in the use of the Google Applications, Microsoft Word, Excel, Publisher, Power Point, and the capacity to become proficient in other applications, including student information systems.
4. Demonstrates ability to maintain a high degree of confidentiality.
5. Demonstrates commitment to supporting and advancing the mission of the Church and Sacred Heart Major Seminary.

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

Start Date: September 30, 2026 or sooner (negotiable)

The deadline for applications is September 30. Applications received after September 30 will be reviewed only if the position has not been 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.