



Immaculate Heart of Mary Seminary

Job Title: Office Administrator

Office:	Business Office	Location:	Winona, Minnesota
FLSA:	Non-Exempt	Reports To:	Rector
Work Schedule:	Full time	Date Prepared:	February 06, 2026
Updated By:	Fr. Jason Kern	Date Revised:	

JOB SUMMARY

The Office Administrator supports and advances the mission of Immaculate Heart of Mary Seminary by managing administrative operations, coordinating communication, assists in bookkeeping tasks, and ensuring the smooth day-to-day functioning of the organization. This role requires strong organizational skills, excellent communication, discretion, and the ability to manage multiple responsibilities in a professional, mission-focused environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend board meetings and serve as secretary, including taking, preparing, and distributing minutes, and coordinating meals (If needed).
- Assist with maintaining/updating website information.
- Open, process, and distribute mail daily.
- Serve as a welcoming and professional point of contact for all visitors, including Bishops, priests, seminarians, and guests.
- Monitor office supplies, order replenishments, and coordinate maintenance or repairs for office equipment.
- Ensure proper function of office technology; coordinate with the IT vendor, phone company, and cable provider to resolve issues and maintain security.
- Maintain and update Mass schedules, holy days, and related events on priests' calendars.
- Track all applications to the Seminary, ensuring that required documentation is received, filed, and prepared for review by the Rector, assigned priests, and other committees.
- Prepare and send acceptance letters, welcome materials, and onboarding information for incoming seminarians.
- Maintain accurate, up-to-date records for all applicants and seminarians throughout the admissions process.
- Assist with payroll preparation by collecting timecards and scanning documentation to the accountant.
- Prepare incoming bills for payment.
- Receive, record, and deposit all incoming checks (faculty stipends, room and board, and other payments).
- Ensure all incoming funds are securely stored and safeguarded until they are prepared for deposit.
- Process refunds or room deposit returns for seminarians who graduate or discern out.

- Maintain all Seminary files, ensuring annual purging and secure disposal of outdated documents.
- Organize, maintain, and securely store all seminarian files, ensuring they remain locked and handled in strict confidentiality.
- Maintain and update Seminary policies and Employee Handbook as needed.
- Create and manage all forms used throughout the Seminary.
- Track Seminary policies regarding tuition and room & board.
- Create and manage facility rental agreements for outside organizations using Seminary space.
- Coordinate day-to-day maintenance and housekeeping needs, ensuring timely resolution of issues.
- Oversee room assignments, meals, and logistics for Family Weekend and other Seminary events.
- Manage all Seminary guest stays, including overnight guests; coordinate meal arrangements and room assignments.
- Oversee the structure and organization of the shared drive; enforce file-storage policies across departments.
- Coordinate with the Religious Sisters of Mercy about their Convent facilities and keep them up to date on the Seminary Mass schedule.
- Manage digital security, passwords, and file access for all Seminary staff.
- Work with the IT vendor to develop and monitor long-term technology plans.
- Oversee the ECCE Mart, including inventory management, sales, and ordering merchandise as needed.
- Prepare and maintain the annual Seminary Christmas card list; oversee printing and mailing.
- Support various Seminary activities in coordination with the Serra Club and Catholic Daughters.
- Assist with projects or events assigned by leadership and other duties as assigned.
- Work with the Catholic Foundation of Southern Minnesota on Seminary marketing and mailings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work at a fast pace and stick to weekly deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must demonstrate superb verbal, written, and interpersonal skills.
- People oriented; be able to work collaboratively with co-workers.
- Ability to maintain a positive and professional demeanor.
- Able to respond positively to change and move directions rapidly.
- Be able to maintain a high level of confidentiality.
- Operate office equipment (computer, fax machine, copier, etc.)
- Must be able to multi-task and prioritize work.
- Willingness to serve the seminary wherever needed.
- Aid others whenever the workload is light.
- Must be proficient in applications of Microsoft 365 Office software.

EDUCATION AND EXPERIENCE

- College degree or equivalent required. Business Administration, Accounting or Finance preferred.
- At least three years of clerical or administrative experience.
- Knowledge and understanding of the Catholic Church and its mission required.

- Experience with basic bookkeeping or financial processes.
- Ability to work collaboratively in a faith-based environment.

PHYSICAL REQUIREMENTS

- Ability to perform high stress multi-tasking functions and meet deadlines.
- Ability to sit for prolonged periods at the computer and lift 10+ pounds.
- Ability to use a keyboard for communications and analysis.

OTHER REQUIREMENTS

Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese. It is expected that all employees respect Catholic doctrine and religious practices.

WORK ENVIRONMENT

- Time is spent in the business office located at IHM Seminary.
- Typical workdays are Monday – Friday from 8:00 a.m. to 4:30 p.m.
- May be asked to support special events requiring modification in normal schedule.

ACKNOWLEDGEMENT

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will change. The Immaculate Heart of Mary Seminary is an "At Will" employer. The job description does not constitute a written or implied contract of employment.

Employee's Signature

Date