



Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

Telephone (719) 636-2345 FAX (719) 866-6453

ANNOUNCEMENT OF POSITION VACANCY

Location: St. Peter Catholic School

Date Posted: 7/17/2026

Closing Date: Until filled

Job Title: Office Administrator

Salary range: \$22-30/hour

Performance Responsibilities:

- FACTS Student Information Systems
 - Set-up Application and Enrollment
 - Enrollment Management and Tracking
 - Classes and Courses Management
- FACTS Payment Plans & Financial Aid Management
 - Payment plans – Tuition
 - Incidental Billing
 - Scholarships – Bishops Scholarship Fund, ACE Scholarship, St. Peter Scholarship
- Financial
 - 8th Grade Trip – track fundraisers, update lead coordinators
 - Budget – Reconcile information, assist with budget year-to-date information and forecasting, review, record, and reconcile earnings/deposits
- Administration
 - SCRIP management
 - Timesheet tracking
 - New hires – background checks, forms, enter information into FACTS and Flocknote, issue key card, name badge, email address
 - Exiting employee management
 - Miscellaneous duties as assigned (maintain student files, order supplies, coordinate paperwork, prepare reports, update staff lists, etc)

Summary of Additional Expectations:

- Attend all meetings and/or trainings as required outside of normal contractual day

Experience: Preferred

For more information on the position, please contact:

Person: Miles Skoog

School: St. Peter Catholic School

Address: 124 First Street

Monument, CO 80132

Phone: 719-481-1855

Application can be found at:

[https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application\(2\)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d](https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application(2)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d)