

Assistant Campus Administrator

The **Franciscan Sisters of the Poor** are seeking an **Assistant Campus Administrator** to work 30-40 hours per week. This position will work with the Campus Administrator in overseeing services and supports for approximately 25 Sisters who reside on **St. Clare Campus**. A staff of nurses and nursing assistants are directly employed by the Sisters to provide 24/7 nursing oversight and care for those who require it. Dining, housekeeping and other types of assistance are also provided by in-house staff. The Sisters' Convent is their private residence, not a licensed care facility.

Position Requirements:

- Bachelor's degree in health care administration, gerontology or a related field
- 5+ years experience as an Assistant Administrator or Administrator in a residential setting for older adults
- Excellent leadership, communication, organization, critical thinking and problem-solving skills
- Compassion and an understanding of the aging process
- High proficiency in use of MS Word, Outlook and Internet; proficiency in MS Excel and PowerPoint preferred
- Experience working with religious sisters preferred; must be able to develop an understanding and respectfully carry out job responsibilities in alignment with the sisters' faith, values and lifestyle

This is an excellent opportunity for an experienced individual who is seeking a change of pace and better work life balance, while making a difference in a challenging and rewarding role. Generous paid time off, health, dental, vision and life insurance and a 403(b) plan with discretionary employer contributions are among the benefits provided.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person