

Dept: Campus Ministry (comprised of two campus ministers, Marianist brother, priest chaplain)

Role: Administrative Assistant

Reports to: Director of Campus Ministry

Executive Summary:

The Campus Ministry Administrative Assistant is the first point of contact of the Campus Ministry office and provides our hallmark Marianist hospitality to those who visit the office. This role supports the functions of the Director of Campus Ministry, the Community Service Director, the Pastoral Counselor, and the Priest Chaplain by organizing materials and facilitating communications among various stakeholders.

Core Responsibilities:

- Be a welcoming presence to all students, parents, faculty, staff, and community members who interact with Campus Ministry
- Communicate internally and externally via e-mail, written communication, and phone
- Purchase, maintain, and organize all materials, supplies, and resources for Campus Ministry operations
- Coordinate event logistics such as collecting payment, arranging transportation, communicating with venues, and arranging for all needed physical materials
- Coordinate hospitality and communication for special liturgies (e.g. Family Mass, Founder's Day, Christmas on Campus)
- Assist with student program registration
- Maintain records of student and faculty/staff ministry involvement
- Ensure parent permission for all student ministry activities
- Assist with coordinating internal scheduling for meetings and facilities
- Create worship aids for school liturgies, both digital and print
- Coordinate volunteers for annual Christmas on Campus event
- Assist with timely verification and approval of service hours

Qualifications:

The successful candidate will possess excellent skills in written communication and be proficient in the Microsoft Office suite of programs, especially Outlook, Excel, PowerPoint, and Word. Experience with Canva and Publisher is beneficial, but not necessary.