



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Job Title: Campus Ministry Administrative Assistant - UE

Location: University of Evansville

Reports To: Director of Youth and Young Adult Ministries

FLSA Status: Part Time / Hourly Non-Exempt

Last Revised: October 2023

Summary:

The Catholic Diocese of Evansville is seeking a part-time Administrative Assistant to assist the UE Newman Center with bookkeeping, office duties, hospitality, and preparation for various campus ministry events and outreach.

This role reports to the Catholic Campus Minister on the UE campus. He / she will work in tandem with the UE student organization leaders, as well as a student worker.

This is a part-time position that works approximately 15 hours/week. The schedule of these hours are flexible, but day office hours are preferred. Some evening and weekend hours are available/optional.

Duties and Responsibilities:

Administrative and Financial Responsibilities:

- Prepare, process, and maintain receipts and reimbursement files
- Check/balance monthly bank statements and maintain budget documents
- Coordinate timesheets with student workers; delegate tasks and supervise as needed
- Schedule appointments, reserve USI campus facilities and meals for special events

Networking:

- Create a welcoming and hospitable office environment: greet guests, answer the phone, respond to emails, direct students and visitors to various campus resources
- Assist Director in scheduling priests, guest speakers, and other personnel
- Process paperwork to onboard new student advisors for other faith-based student organizations
- Assist the Eagle Catholic ministry team and FOCUS missionaries with administrative tasks as needed

Communication & Events:

- Special design and writing projects such flyers, social media posts, and online content.
- Draft and proofread promotional material
- Gather and organize materials for events, retreats, and orientation events
- Order and manage office supplies, equipment, and materials



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Qualifications and Requirements:

Education & Experience

- At least 2 years' experience with accounting, bookkeeping, and office duties
- High school diploma or equivalent
- Proficient in basic computer programs (word processors, spreadsheets, email)
- Adept at time management across many projects and platforms

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume to humanresources@evdio.org