



Saint Meinrad

**Join our team as an
Administrative
Assistant for Office of
Hispanic & Latino Ministry**

Are you looking for a career where you can make a positive impact? Saint Meinrad is looking for an Administrative Assistant for our Office of Hispanic & Latino Ministry.

This role would support the Catholic faith leaders, maintain and update all records, assist with events, manage program billing, record minutes, maintain correspondences, and perform day-to-day office administrative responsibilities.

The ideal candidate would have an associate degree in business administration or related fields, at least 1 year of experience, bilingual, and be a practicing Catholic in good standing with the church.

We offer competitive wages, low-cost/low deductible health care, on-site health services clinic, life and disability insurance, paid holidays and paid time off, a retirement plan, 5-star wellness program, free lunches and a unique sense of purpose that is hard to find.

**To apply online, visit
www.saintmeinrad.org/jobs
or email hr@saintmeinrad.edu**