

Employment Opportunity

Administrative Associate

The St. Thomas More Newman Center, the Catholic campus ministry serving The Ohio State University, seeks a full-time Administrative Associate who is responsible for creating a welcoming and inviting church office environment. The Associate coordinates all office functions and provides broad administrative and clerical support to staff and volunteers. Additionally, the Administrative Associate is responsible for monitoring building security while on duty and supervision of the evening receptionist.

Qualifications:

- Education and/or experience specific to the position
- Previous experience with all aspects of office management
- Proficiency in Windows-based applications including Microsoft Office
- Familiarity and comfort with online tools such as graphic design software, calendaring and membership database software

Benefits:

- Salary commensurate with education and experience
- Paid time off and holiday pay
- Employer paid health and dental insurance
- Supportive and collaborative work environment

Job offer is contingent on the possession of or the successful passing of the mandatory background screening (BCI&I and FBI) and completion of the VIRTUS "Protecting God's Children" Program.

The full job description can be viewed at <http://www.buckeyecatholic.com/employment>

Please submit resumes at hr@buckeyecatholic.com