



**St. Theodore Guerin High School**  
15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
[guerincatholic.org](http://guerincatholic.org)

EMPLOYMENT OPPORTUNITY

## **Campus Minister of Administration and Student Advocacy**

St. Theodore Guerin High School in Noblesville is searching for a full-time Campus Minister of Administration and Student Advocacy.

### **Requirements**

The Campus Minister is responsible for assisting and facilitating a wide range of administrative and ministry activities as well as meeting some social and emotional needs of students. The Campus Minister works toward the success of all department programming and ministry that helps build up the faith community of St. Theodore Guerin High School.

The Campus Minister will be responsible for the daily administrative duties of the office. Responsibilities include but are not limited to: scheduling, answering calls, meeting guests, communications for the department, Mass ministries coordination, ordering supplies for the office and department events, coordinating paperwork for department events (permission slips, medical forms, etc.). The Campus Minister will also work with students that need assistance with social and/or emotional needs.

### **Qualifications**

Due to job requirements, applicants must be a Roman Catholic in good standing and possess a bachelors or masters degree in counseling or social work; or have related mental health experience. Compensation is based on qualifications and experience.

### **Contact Information**

Applicants may submit a cover letter, resume, and 3 professional references to [apply@guerincatholic.org](mailto:apply@guerincatholic.org). Applications will be accepted until the position is filled.

*St. Theodore Guerin High School is an Equal Opportunity Employer.*