



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

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

EMPLOYMENT OPPORTUNITY

Campus Ministry and Student Life Assistant

St. Theodore Guerin High School in Noblesville is searching for a full-time Campus Ministry and Student Life Assistant.

Requirements

This position is responsible for a wide range of administrative and ministry activities. The Campus Ministry and Student Life Assistant 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 Ministry and Student Life Assistant 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.).

Qualifications

Due to job requirements, applicants must be a Roman Catholic in good standing. Compensation is based on qualifications and experience.

Contact Information

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

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