



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

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Campus Ministry & Student Life Assistant

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the **Campus Ministry & Student Life Assistant**.

Guerin Catholic, recognized as one of the top Catholic High Schools in the country, is a diocesan (Diocese of Lafayette-in-Indiana), college preparatory school dedicated to its mission of serving approximately 725 students from diverse backgrounds and preparing them to be servant leaders through authentic faith formation, academic excellence, and student life opportunities. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic is in its seventeenth year and boasts a steady enrollment and a strong financial position. It is committed to offering courses and programming based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

The Campus Ministry & Student Life Assistant has the following responsibilities:

- Provide organization and support to the overall campus ministry and student life departments
- Coordinate the details necessary for successful day-to-day operations of all clubs
- Coordinate the details necessary for successful formation experiences (retreats) for students, faculty and staff
- Coordinate scheduling and logistics for celebration of daily Mass and Sacraments
- Create purchase orders, check requests and expense reports related to departmental budget
- Maintain office supplies and inventory for department
- Facilitate departmental communication (on behalf of Director of Campus Ministry & Student Life) through school website and social media
- Work collaboratively with other departments regarding facilities, marketing, enrollment, finance and student life.

Thus, a successful candidate will have the following traits:

- Be motivated and guided by their faith in Jesus Christ
- Demonstrate spiritual leadership in a Catholic school
- Demonstrate a collaborative philosophy that works well in a team atmosphere
- Enjoy coordinating safe and healthy social events for students

The qualifications for the position are:

- Be a practicing Catholic in good standing with the Church (necessary)
- Experience working in office administration and/or event management (preferred)
- Experience in a Catholic school or in a parish or campus ministry setting (preferred)

Contact Information

Qualified candidates should email a current résumé and cover letter to apply@guerincatholic.org.

Please include at least three references as part of the résumé with one of those references being a pastor.

The posting closes **Friday, September 25, 2020**.

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