**Administrative Assistant**

**I. Introduction**

St. Mary Student Parish (SMSP), located in Ann Arbor, MI, is a Diocesan parish, staffed by Jesuits serving the faculty, staff, and students of the University of Michigan as well as resident parishioners. SMSP celebrates seven weekend masses (one in Spanish) and offers spiritual formation programs for undergraduates, graduate students, young professionals, and our resident parishioners. In addition to our in-person masses, we do live stream two of our weekend masses.

**II. Overview**

The main responsibilities of this position are to provide administrative and office support activities for the parish staff. This position reports to the Business Manager. This is an hourly position, approximately 30 hours per week which may include some evenings and weekends.

**III. Specific Responsibilities**

1. Serve as a welcoming presence
2. Answer and direct phone calls
3. Greet and assist visitors
4. Oversee processing of sacramental records
5. Maintain calendar of events/building usage schedule
6. Maintain office procedures
7. Create and print programs for special masses or events
8. Coordinate and prepare for funerals and baptisms
9. Oversee the student office assistants

**IV. General Qualifications and Expectations**

1. 3+ years of relevant experience
2. Be proficient in Microsoft Office Suite
3. Be detailed oriented while having the ability to multitask
4. Have the ability to work independently as well as part of a team
5. Be flexible and able to adapt to a complex work environment
6. Be able to maintain confidentiality
7. Be a practicing Catholic
8. Must pass a background check and attend Virtus Child and Youth Protection Training
9. Bilingual with English and Spanish is a plus

**V. To Apply** Email resume and cover letter to Cathy Welch, [cwelch@smspnewman.org](mailto:cwelch@smspnewman.org).