

Job Posting Form

Date Posted: August 30, 2019

Send resume to: prspat@buffalo.edu

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Administrative Assistant

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Campus Ministry

Location Address: Newman Center, 495 Skinnersville Rd. Amherst NY 14228

Employer website: www.newmancenteratub.org

Brief Job Description

Front office person to manage the day to day, be welcoming to both a warm neighboring parish community and a varied University community. It's a busy place with the goal of creating a joyful community.

Qualifications: Required Education/Experience

- At least an associate's degree, some office experience with face-to-face time. A welcoming and joyful Gospel Spirit.

Desired Skills

- Customer service & general office work in a busy office. Must have excellent verbal & written communication skills and a quick learner. Working knowledge of Microsoft Office and ability to adapt to office computer skills. Able to work with multiple interruptions in a very friendly office with a happy team.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than September 15, 2019