

## **Position Announcement Administrative Assistant**

The Jesuit Archives and Research Center houses the collective memory of the administrative provinces and the governing body of the Society of Jesus in the United States. The Society of Jesus mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the order and its members throughout the world. The organization strives to fulfill its mission as a repository of record.

### **Job Summary**

The Jesuit Archives and Research Center seeks an Administrative Assistant. The Administrative Assistant provides administrative and operational support within the administrative office of the Jesuit Archives and Research Center. The assistant prepares meetings and schedules appointments; organizes and maintains paper and electronic files; manages mailings and correspondence; processes deposits, payments, and purchases; enters data and prepares reports. The Administrative Assistant reports to the Director of the Jesuit Archives.

### **Duties and Responsibilities**

- Provide administrative assistance and support to the associate archivists and director
- Plan and coordinate meetings, including, but not limited to, lodging, meals, recording minutes, transportation, and travel arrangements
- Manage communication for the archives, including, but not limited to, drafting, receiving, and sending email and mail correspondence
- Welcome patrons and field telephone inquiries, managing multiple lines at a time
- Create expense reports for credit card and travel expenses
- Assist in the organization of archives events
- Create and maintain detailed records and files, both digital and hard copies, for the archives
- Attend meetings with staff and with outside stakeholders; take minutes at meetings; assist director and associate archivists in meeting preparations
- Submit monthly credit card reconciliations to the business office
- Order and maintain archives and office supplies
- Establish and maintain accurate files and records for archives supply vendors
- Process accounts payable and accounts receivable
- Assist with other general administrative duties as assigned by the director
- Adhere to all policies and procedures as set forth in the employee handbook

### **Experience and Skills**

- Understand and appreciate Jesuit History and Mission
- Desire to contribute substantially to the mission of the archives
- Hold bachelor's degree
- Project management skills: experience prioritizing multiple deadlines and schedules, both autonomously and with colleagues
- Possess exceptional interpersonal, verbal, and written communication skills
- Ability and desire to learn new technologies
- Ability to work in team-oriented culture
- Detail-oriented, self-motivated, and resourceful
- Experience in managing budgets and expense reports

- Exercise creativity, discretion, good judgment, initiative, organizational ability, and problem solving
- Must be able to lift 40 pound boxes above head
- Extensive experience with databases and software, Adobe, and Office 365 (Access, Excel, Outlook, PowerPoint, and Word)

Please send cover letter and resume with three professional references to David P. Miros, Ph.D., at [jarcdirector@jesuits.org](mailto:jarcdirector@jesuits.org).

Salary and full benefits to include: health and dental insurance, short-term and long-term disability insurance, life insurance, retirement plan, and worker's compensation.