



JESUIT[®] ARCHIVES & RESEARCH CENTER

Administrative Assistant

The Jesuit Archives & Research Center (JARC) 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

JARC seeks a full-time Administrative Assistant to provide administrative and operational support within its administrative offices. 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; assists in areas of facilities management and technology. The Administrative Assistant reports to the Director of the Jesuit Archives & Research Center.

Duties and Responsibilities

- Provide administrative assistance and support to the director and other staff including facilities management and organization of events and meetings
- Manage communication for the archives, including drafting, receiving, and sending email and mail correspondence
- Create and maintain detailed records and files, both digital and hard copies
- Answer doorbells and field telephone inquiries, managing multiple lines at a time
- Plan and coordinate meetings, including lodging, meals, recording minutes, transportation, and travel arrangements
- Attend meetings with staff and with outside stakeholders; take minutes at meetings; assist director and fellow staff in meeting preparations
- Create expense reports for credit card and travel expenses
- Submit monthly credit card reconciliations to the business office
- Process accounts payable and accounts receivable
- Order and maintain archival and office supplies
- 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

- Hold bachelor's degree or demonstrated administrative experience
- Extensive experience managing electronic and physical filing systems
- Demonstrated ability in managing budgets and expense reports
- Experience managing day-to-day operations, including ordering and tracking supplies and coordinating on-site contractor and vendor visits
- Ability to manage director's calendar, including internal and external meetings
- Project management skills, including experience prioritizing multiple deadlines and schedules, both autonomously and those of colleagues
- Possess exceptional interpersonal, verbal, and written communication skills
- Ability to learn building operations and new technologies, including Bosch, Exacqvision, Lenel, Mitel and and WattStopper softwares
- Demonstrated ability to work with software such as Adobe, and Office 365 (Access, Excel, Outlook, PowerPoint, and Word)
- Detail-oriented, self-motivated, efficient, discrete, and resourceful
- Must be able to lift and move 40 pounds

The salary range for a candidate with the required qualifications begins at \$44,000 with a midpoint at \$48,000; salaries are determined by experience and internal equity. Benefits include health and dental insurance with the full premium paid by the employer, short-term and long-term disability insurance, life insurance, retirement plan with a 3% match, paid vacation time, sick leave, and holidays, and worker's compensation. The successful candidate must be fully vaccinated and boosted against COVID-19 and willing to receive boosters as needed.

We welcome applicants from diverse backgrounds. Familiarity with Roman Catholicism, the Society of Jesus, or other religious orders is valuable, but not required. Please send a cover letter and résumé with three professional references and their contact information as attachments on an email with the subject line "Application – Administrative Assistant" to jarcadmin@jesuits.org. Rolling reviews of applications and preliminary interviews will begin May 5th, 2025; the final deadline to receive applications is 5:00 PM on May 12th.