



# Archdiocese of Newark

## Office of Human Resources

Entering the  
Third Millennium,  
proclaiming in faith and love  
the mission of  
Christ the Redeemer!

### POSITION DESCRIPTION

**Position:** Office Manager  
**Department:** Campus Ministry, Newman Center - Montclair State University  
**Reports To:** Director of Campus Ministry  
**Classification:** Non-Exempt

#### **General Description**

Provide clerical and administrative assistance with billing and event planning for Campus Ministry and specifically for the Newman Center (Montclair State). Submit and administrate budget plans for all of Campus Ministry.

#### **Specific Duties/Responsibilities**

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Submit and administrate budget plan for all of Campus Ministry
- Assist the Director of Campus Ministry with administrative and clerical tasks when assigned
- Perform administrative and clerical tasks for the Newman Center
- Pay and submit bills for Newman Center
- Greet visitors
- Answer phones
- Maintain files
- Help maintain social media/publication
- Other duties as assigned

#### **Qualifications/Skills**

- Fidelity to the teaching of the Catholic Magisterium
- Commitment to representing the Catholic Church within higher education
- Commitment to a regular prayer life and regular participation in the sacramental and liturgical life of the church
- Good communication and organizational skills
- Proficient in Microsoft Office programs (Word, Excel, Publisher, and PowerPoint)
- Knowledge of Quick Books desirable but will train.
- Must be personable, detail-oriented, and enjoy interacting with students and staff

#### **Education and/or Experience (Preferred)**

- High School graduate
- Certificate from accredited secretarial school or the equivalent in work experience
- At least three years' experience in a professional office desired
- Driver's license (preferred)

#### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.