



St. Mary's Catholic Campus Ministry
at Stephen F. Austin State University



Position Description

Title: Administrative Intern

Primary Purpose

The primary purpose of the Administrative Intern is to assist the Chaplain and Business Manager in administrative matters.

Primary Responsibilities

Office Presence

1. Be present at the front desk 15hrs/week according to schedule.
2. Receive, greet and assist visitors to the ministry.
3. Answer questions and properly direct visitors.
4. Assist visitors in filling out forms and/or other administration-related requests.
5. Maintain an organized and clean office environment.
6. Personal appearance should always be professional as appropriate to the position and the various events and activities that occur at and in relation to the ministry.

Administrative Assistant

1. Make calls and write letters as requested.
2. Design and mail out invitations to events as requested.
3. Take and post room reservations.
4. Maintain calendars in an accurate and timely manner: Facilities Use, Ministry Events, and Internal Staff Calendar
5. Ensure accurate and timely communication between the media and events teams through Event Planning Documents.
6. Record giving and handle thank you letters.
7. Good communication, verbal and written, is expected at all times.
8. Keep in communication with donors and alumni to increase the donations to St. Mary's.
9. Perform other duties as assigned.

Development

1. Print and/or write pledge redemption and thank you letters according to ministry policy.
2. Assist the Business Manager and Chaplain in the coordination of Development-related events including, but not limited to: contacting venues, sending and receiving RSVPs, receiving and handling donations according to ministry policy, etc..

Qualifications:

- Proficient in Microsoft Office
- Ability to analyze and interpret data
- Familiarity with mass mailings both electronic and traditional
- Sales experience preferred
- Strong Catholic Faith



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Primary Relationships

The Administrative Intern reports to the Chaplain and Business Manager. The Administrative Intern is also accountable to relate with all other staff, community members, volunteers, and visitors in a positive, helpful, and professional manner.