



Jesuit High School is now accepting applications for:

Campus Ministry Administrative Assistant

Our Mission Statement: Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving, and just.

Job Outline: Jesuit High School is seeking an Administrative Assistant for Campus Ministry to provide support for day-to-day logistics, communications, budget and finances, and other support as needed. This position reports directly to the Director of Campus Ministry. This is a 10-month position with occasional need over the summer months to help coordinate logistics for pilgrimages, mission trips, and similar events.

Requirements:

- Bachelor's degree preferred.
- Administrative assistance experience preferred.

To Apply: In order to be considered for this position, you must apply online at <https://jesuittampa.applicantstack.com/x/detail/a287q28yi9cb> .Direct any questions you may have to employment@jesuittampa.org.

Founded in 1899, Jesuit High School is a private, Catholic school for boys grades 9-12.