

# Administrative Assistant for University of Houston Catholic Newman Center

UH Catholic Newman Center  
4805 Calhoun Rd, Houston, TX 77004

**Summary:** The Archdiocese of Galveston-Houston is seeking suitable candidates for the position of Administrative Assistant for the University of Houston Catholic Newman Center. The Administrative Assistant will work to ensure smooth flow of the Catholic Newman Center by addressing administrative tasks such as basic accounting, record-keeping, event logistics, and communication with students, vendors, and other community members.

## **General Requirements:**

- Ability to read, analyze, and interpret written materials and financial reports.
- Ability to communicate well with visitors, members of the university community, and vendors.
- Ability to properly carry out basic financial accounting math and budgetary processes.
- Ability to keep good records. Good organizational skills.
- Fully proficient in the use of Microsoft Office Suite.

## **Education/Experience:**

- Associate degree or equivalent from two-year or technical school.
- Minimum of 6 months experience in office environment and administrative capacity.

Please send a cover letter, resume, and salary requirements\* to [resume@archgh.org](mailto:resume@archgh.org) with the job title "UH Admin Assistant" on the subject line.

\*Applicants that do not include salary requirement will not be considered.