

Assistant
Office of the College Chaplain

Siena College is accepting applications for the position of Assistant to the Office of the College Chaplain. This full-time, 12-month position provides administrative support to the College Chaplain and other members of the Chaplain's staff, including Associate Campus Ministers and the Director of Liturgical Music. Responsibilities include, but are not limited to, budget management, web site management, oversight of office and campus ministry facilities, planning events and receptions, and supervision of student workers.

Requirements: high school diploma is required, Associate's degree is preferred; 3 or more years office experience; strong interpersonal and communication skills; proficiency in Microsoft Office products. Familiarity and comfort with Roman Catholic liturgical and sacramental celebrations is also required. Knowledge of Banner software system is preferred. The successful candidate must be computer literate, attentive to detail, collaborative and will be expected to maintain confidentiality. Additionally the successful candidate will be expected to have the ability to interact in a positive and professional manner with students, faculty, administrators, staff, and external contacts while supporting our Franciscan and Catholic traditions.

Send letter of application and resume to: Office of Human Resources, Siena College, 515 Loudon Road, Loudonville, NY 12211, or email humanresources@siena.edu Review of applications and scheduling of interviews will begin immediately and continue until the position is filled.

Siena College is a Franciscan and Catholic institution and expects members of its community to be knowledgeable about its mission and to make a positive contribution to that mission. Siena College is an Equal Opportunity Employer and encourages applications from all qualified candidates.