

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a part-time position of Student Office Assistant for summer 2025.

Job Description

The Catholic Center at UGA is looking for a friendly, organized, and reliable student to join our staff this summer. This is a great opportunity to work in a welcoming, faith-based environment while gaining valuable experience in an office environment, deadlines, communications, donor relations, and office support. If you enjoy talking with people, staying organized, and being part of a supportive staff, this job could be a perfect fit.

What You'll Do

- **Be the face of the Center:** Welcome visitors, answer phone calls, and make sure everyone feels at home.
- **Connect with alumni and donors:** Keep contact lists up to date, send thank-you notes, and call our loving benefactors.
- **Communication:** Prepare and send out newsletters, thank-you cards, and weekly bulletins.
- **Event coordination:** Help plan and run summer events, from setting up to making sure things run smoothly.
- **Administrative support:** Stay on top of office tasks, keep files organized, and help the staff with daily tasks.

What We're Looking For

- Current UGA student.
- Personable and comfortable talking to people in person and on the phone.
- Organized and able to manage multiple tasks without getting overwhelmed.
- Respectful of the Catholic Faith and comfortable working in a faith-based environment.

Bonus Points If You...

- Have experience in donor relations or communications.
- Have worked in an office or customer service setting before.

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Details

- **Position:** Part-time staff
- **Hours:** 20–25 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Duration:** Summer 2025

How to Apply

All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to bulletin@ccatuga.org.