

## **PROGRAM DIRECTOR**

### **HICKORY HILL CLUB**

FULL TIME Salary + benefits, BA/BS required

Skills: Manages program operations & program development.

Transportation Required

*Commitment to Young People a must.*

### **BOYS & GIRLS CLUBS - HH**

189 S. Barksdale, Memphis, TN 38104

Email: [lisah@bgcm.org](mailto:lisah@bgcm.org)

or Fax your resume to: 901-274-5460

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## **Christian Brothers University**

### **Administrative Assistant/Coordinator of Guest Relations**

The Office of Admissions at Christian Brothers University seeks an Administrative Assistant/Coordinator of Guest Relations. The ideal candidate is a highly organized person with a moderate level of proficiency with Microsoft Office Suite including Word, PowerPoint, Access and Excel. Previous experience with SCT Banner highly desired.

Outstanding communication skills and a commitment to superior customer service are required. This is a full-time, entry-level position with benefits. Hours are 8:00 am to 4:30 pm. Some evenings and weekends are required throughout the year. A sense of humor and previous experience in a college or university setting is preferred.

Please send cover letter, resume, salary requirements and references to: [hrjobs@cbu.edu](mailto:hrjobs@cbu.edu) or Christian Brothers University, Human Resources Department, 650 East Parkway South, Memphis, TN 38104. Christian Brothers University is an equal opportunity employer.