

JOB DESCRIPTION

Job Title: Campus Minister/Administrator

Job Summary: This position will guide students to a deeper faith both personally and collectively with others, at the direction of the Chaplain. It will also help to maintain daily proper operation of Newman Ministries. There is flexibility in scheduling but nights and weekends will be required several times a week.

Essential Duties and Responsibilities:

- Must develop relationships with students, faculty, and staff by being where they are and involved in what they are involved in.
- Lead students (and sometimes faculty/staff) in devotions, education, and fellowship through small groups or other mentoring.
- Coordinate and publicize events and ministries as assigned.
- Oversee student employees and other volunteers as assigned.
- When present here, being available in a welcoming and professional manner to whoever is in need of services at the Newman Center (either in person or via phone/email.)
- Lead students in ministry and fellowship activities.
- Other duties as assigned by the chaplain.

Qualifications:

- To be able to perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Successful individual must be a practicing Catholic, willing to uphold the Catholic moral teaching and leading a life consistent with the Catholic faith. An understanding of the role of the Bishop, and the Pastor, with superior communication skills, and the ability to perform a variety of tasks simultaneously is essential.
- High school diploma, and bachelor's degree preferable.
- Experience working with youth.

Knowledge, Skills, & Abilities:

- Strong communication skills, with a proven ability to work effectively with a wide range of individuals.
- Ability to effectively prioritize and execute tasks in an efficient manner.
- Ability to work independently and in a team-oriented, collaborative environment.
- Ability to maintain confidentiality.
- Ability to think strategically, multitask and conform to shifting priorities, demands, and time lines.
- An understanding and working knowledge of all the Microsoft Office Suite products and various web applications.
- Experience with music ministry is preferable.
- Theological training is preferable.

License/Certification:

- Successful completion of background check (Diocesan Safe Environment Policies)

Physical Demands: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions, While performing duties of this job, the employee is regularly required to stand and/or sit for the majority of the work day, regularly walking, bending, stooping, climbing stairs and lifting items weighing between ten (10) and twenty-five (25) pounds. The vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

Position reports to: The pastor/administrator/chaplain of the Newman Center as assigned by the Bishop of the Diocese of Sioux Falls. In the absence of the above assigned, this position would report to the Bishop himself or his designate.

Acknowledgement

I have read and understand this job position description and understand that I am accountable to perform the essential functions as listed.

Accepted by: _____ Date: _____

Employee Signature

Revised Feb. 8, 2012