

DIRECTOR OF CAMPUS MINISTRY
JOB DESCRIPTION
January 2012

The Director of Campus Ministry is responsible for providing directly or overseeing all ministry programs and efforts directed toward students of the university in order to help them grow in their adult faith and create a religiously vibrant campus community. The Director supervises a full-time staff of 10 and 13 part-time residence hall ministers. S/He also serves as a member of the senior leadership team of the Office of Mission and Ministry. The Director must be a Catholic who is active in her/his faith, and is competent in working with persons of many cultures, ethnicities and religious traditions. S/He must possess an understanding of the Jesuit and Catholic traditions of higher education, have an understanding of Ignatian spirituality, have knowledge of Catholic social teaching and possess a commitment to the pursuit of social justice. The Director must be personally qualified as a spiritual/retreat director. S/He reports to the Vice President of Mission and Ministry.

The Director of Campus Ministry needs to interact within and across departmental lines and be able to network and communicate among the constituents of Marquette University and the Milwaukee Archdiocese, and is responsible to provide directly or delegate the following:

- I. Direct the Campus Ministry team and its work
 - A. Meet with individual team members every other week
 - B. Hold weekly team meetings
 - C. Be responsible for the hiring and supervisory review of professional and support staff in Campus Ministry and hall ministry
 - D. Meet with hall ministers on a regular basis
 - E. Provide collaborative/collegial leadership and encourage the gifts and talents of team members
 - F. Meet as needed with support staff to maintain the office
 - G. Be involved in some aspects of spiritual support and programmatic ministry with students
 - H. Have ultimate responsibility for the use of St. Joan of Arc Chapel, the Chapel of the Holy Family and the Eucharistic Chapel

- II. Manage the budget and supervise the finances of Campus Ministry
 - A. Plan the budget
 - B. Be responsible for disbursement of funds and supervising use of program funds
 - C. Set salaries in collaboration with the Vice President of Mission and Ministry
 - D. Work with University Advancement to secure donations to the programs of Campus Ministry

- III. Serve as liaison to key areas of the University
 - A. Attend and participate in Student Affairs Executive Leadership team meetings and student orientation meetings such as Preview
 - B. Meet monthly with a representative from the Office of Residence Life
 - C. Maintain regular contact with the members of the Jesuit Community
 - D. Create opportunities for Campus Ministry staff to participate in academic events and engage in conversation with faculty members.
 - E. Attend University meetings and MUSG meetings when requested
 - F. Attend University events and functions
 - G. Take a leadership role when appropriate on committees and planning groups, and in public prayer
 - H. Offer contributions to new staff and new faculty orientation as requested

- IV. Maintain a supervisory relationship with representatives of other faith traditions doing ministry at Marquette and religious organizations on campus.
 - A. Meet regularly with affiliated ministers of non-Catholic traditions who are serving on the Marquette campus.
 - B. Approve and regularly review any student organization with a religious focus
 - C. Be available as a consultant to Student Affairs professionals about the appropriateness of programs sponsored by groups with a religious or moral focus

- V. Be available for crisis intervention and grief support through collaboration with other members of the Campus Ministry team and professionals within the University

- VI. Collaborate with all involved in ministry and faith development at Marquette to explore and evaluate how to best meet the spiritual needs of the University Community, namely: the Office of Mission and Ministry, the Faber Center for Ignatian Spirituality, the Jesuit community, Gesu Parish, the Department of Theology and the Department of Philosophy.

- VII. Meet at least once each semester individually with the Pastor of Gesu Parish and the Rector of the Jesuit community.

- VIII. Convene regularly a Campus Ministry Advisory Board consisting of faculty, staff and students to advise the director and Campus Ministry team on programs and issues

- IX. Maintain relationships with the Archdiocese and the larger Milwaukee community
 - A. Attend or delegate attendance to the State Campus Ministries Association (WCCMA)
 - B. Participate and encourage staff participation in the Archdiocesan Campus Ministry Association and its activities

- X. Provide national visibility for Marquette University
 - A. Attend and actively participate in meetings of the Campus Ministry Directors from the Association of Jesuit College and Universities (AJCU)
 - B. Attend or delegate attendance to CCMA meetings and Ignatian Solidarity Network events
 - C. Collaborate with other Jesuit institutions on common ministry projects and meetings.

Beyond the workday, the Director of Campus Ministry will be involved with evening and weekend work, as well as with any crisis that requires the presence of the director.

To apply or request a complete job description, contact Marquette University Human Resources (<http://www.mu.edu/hr/careers.shtml>). Applications are due February 24, 2012. Please contact Ellen Blonski, 414-288-4545 for further inquiry.