

**Job Title:** Director of Campus Ministry

**Hours:** Full time

**Type:** Administration

Direct and manage the Campus Ministry department with the responsibility for serving the spiritual, social, and personal needs of the campus community, providing opportunities where values are challenged and faith is affirmed. To be concerned with peace and justice issues, and to reach out to the needy of the greater Nashua area. Collaborate with the University Chaplain to ensure a rich and meaningful liturgical and sacramental life on campus.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

1. To plan, implement, administer, coordinate, monitor, and evaluate the specific functions, services and activities of the Campus Ministry office:
  - a. Supervise work study students; hire and train new staff, confer regularly with staff and club officers to plan, coordinate and evaluate activities/projects, assign and review projects, assist with difficult or large tasks, resolve problems; evaluate job performance
  - b. Confer regularly with VP for Student Affairs and other University personnel to plan, coordinate and evaluate activities/programs, exchange information, investigate and resolve problems, provide advice and assistance
  - c. Serve on various University committees as requested
  - d. Prepare and administer a department operating budget
  - e. Plan and administer appropriate departmental record-keeping and reporting systems, and prepare various administrative reports
2. To raise and foster consciousness of the needs of the local and global community through participation in social justice programs, service opportunities, workshops, discussions, related activities, and fundraising
3. To celebrate life, reflect on its rhythm, ritualize key moments of transitions, especially at moments when ordained ministry is not required.
  - a. Oversee and coordinate special prayer services, programs and celebrations as requested or as needed.
4. To assist in the formation in and appropriation of faith on campus
  - a. Facilitate assist in the formation in and appropriation of faith on campus
  - b. Organize student retreats
  - c. Be available for spiritual direction and pastoral counseling
  - d. Organize and implement RCIA to prepare people for the Sacraments of Christian Initiation
  - e. Collaborate with InterVarsity Christian Fellowship volunteers to organize bible study and other interfaith events on campus
5. To encourage the development of leadership and service to others
  - a. Coordinate volunteer projects and service trips
  - b. Guide students in preparing and implementing retreats for parishes in the Diocese
  - c. Collaborate with the office of Service Learning on University-related service opportunities and campus education
  - d. Encourage leadership and spiritual development utilizing the University's Strengths-based well-being model

6. To sustain the Christian community with the liturgical worship required
  - a. Oversee and coordinate liturgical celebrations, including but not limited to weekly Mass, monthly evening Mass, and special college celebrations
  - b. Oversee/assist student-led music ministry
7. Serve as staff advisor for the Rivier Campus Ministry Club
8. Other duties as assigned

**REQUIREMENTS:**

Master's degree in theology, plus two (2) to three (3) years of relevant experience, particularly with college students. Certification in Campus Ministry by the Catholic Campus Ministry Association is preferred. A combination of education and experience from which comparable knowledge and skills are acquired will be considered. Incumbent must be a practicing Catholic in good standing with the Catholic Church. Ability and willingness to work irregular hours, including nights and weekends for programming and events. Ability to travel as the needs of the position demand. The following are preferred skills and qualities:

1. Excellent planning, administrative, and supervisory skills;
2. Working knowledge of theological theory and principles;
3. Above knowledge of theological theory and principles;
4. Excellent written and oral communications skills;
5. Basic computer literacy;
6. Evidence of effective interpersonal skill with diverse groups and individuals; and
7. Evidence of advising, counseling and referral skills

**ABOUT RIVIER:**

Dedicated to its mission of "transforming hearts and minds to serve the world," Rivier University is guided by the faith heritage, intellectual tradition, and social teachings of the Roman Catholic Church. The faculty and staff are engaged in the education of the whole person in the context of an open and inclusive academic community that cultivates critical thought, sound judgment, and respect for all people. We especially encourage candidates who are committed to enhancing the racial, ethnic, or cultural diversity of the university to apply.

**APPLICATION INSTRUCTIONS:**

Review of applications will continue until the position is filled. Interested individuals are invited to apply. While we appreciate every applicant's interest, only those under consideration will be contacted. Applicants are asked to submit a cover letter with starting pay expectations, resume, and the contact information of three (3) professional references to [jobs@rivier.edu](mailto:jobs@rivier.edu) . Applicants may also apply through our website <https://join.rivier.edu/Careers/Home/DirectApply/5083>.

Office of Human Resources, Rivier University, 420 South Main Street, Nashua NH 03060. Rivier University is an Equal Opportunity Employer.