Director of Campus Ministry  
College of Saint Mary

Campus Overview:

College of Saint Mary (CSM) is a private, all-women’s college committed to the development of students through excellent academics that combine professional and career preparation with the liberal arts. CSM enrolls approximately 1,000 students, offering a variety of bachelor, master and doctoral degrees. CSM is located in Omaha, a growing city with a metropolitan area population of 850,000. Omaha has one of the best and most diverse music scenes in the country, has a hip downtown scene full of interesting shops, trendy bars, urban lofts, restaurants and a decidedly big-city feeling. Omaha is home to the College World Series, a world-class zoo, professional and semi-professional sports teams, five Fortune 500 companies, as well as a nationally recognized community theatre, ballet, and symphony. CSM is also within walking distance of the thriving Aksarben shopping area. Aksarben features its own locally owned movie theatre, a wide-variety of restaurants, a farmer’s market and summer concert series.

General Statement of Duties:

College of Saint Mary is seeking an enthusiastic, innovative, and dynamic campus ministry professional to join the Student Development team as the Director of Campus Ministry. The Director is responsible for overseeing spiritual development, liturgical, and service opportunities for students. The Director plays an integral role in developing a positive and involved campus community to promote student persistence and success. Practices and events/activities will be rooted in the Roman Catholic and Mercy traditions while at the same time creating a welcoming environment for students of all faith expressions. This position at CSM offers the best of both worlds – the opportunity to make an immediate impact working in a smaller, mission-focused and personalized environment and community, while living in the middle of a large, thriving metropolitan city! The position includes educational, advisory, and administrative functions to provide a campus ministry environment reflective of the University's mission and values and the Department's learning objectives, and requires active involvement in a small college environment. In addition, this position is a part of the Campus Life team which includes the Assistant Dean of Students, Campus Ministry, Department of Residence Life and the Office of Student Leadership & Organizations.

Primary Job Responsibilities:

- The Director serves as leader in developing programming to foster spiritual reflection and faith development, a commitment to service, and an orientation towards social justice.
- As a member of the Campus Life Team (residence life, student organizations/leadership, and campus ministry) the director collaborates with the departments to serve as an educator developing programming and events addressing the student learning goals.
- Collaborates with other campus departments to promote student commitment to the development of body, mind and spirit.
- Facilitates small faith-sharing groups on a weekly basis for commuter students, residential students, and the MLL program. Assigns and oversees student sitters who offer childcare twice a week for the MLL mothers.
- Coordinates and facilitates the alternative break trip program, which consists of a trip during the Winter and the Spring break.
- Chairs all fundraising efforts that go towards supporting the alternative break trip program, namely the Fall Auction.
- Serves as an advisor to the Campus Ministry service club, DUO (Do Unto Others).
- Plans justice advocacy events for the campus, namely Hunger & Homelessness Week.
- Supervises, trains, and aids in the development of leadership skills for all CM work-study students.
- Oversees the CM Service Corps., including scheduling, training, and supervising.
- Acts as a pastoral presence, engaging in directing and mentoring students.
- Responsible for administration of office and student staff, including budget, assessments, board reports, and annual report.
- Co-chairs the Spirit of Service committee with the Director of Student Leadership and Organizations.
- Facilitates orientations and presentations on mission and ministry for students.
- Organizes and implements other faith development opportunities when needed.
• Work a sometimes unconventional schedule including evenings and weekends to support campus programs and activities.
• Communicate and meet weekly or biweekly with the Assistant Dean of Students
• Serve as a representative for Student Development on campus-wide committees.

Qualifications:

Preferred candidate will have a Master's Degree in Pastoral Ministry, Divinity, Theology or related field with 2-4 years of experience. Candidate should be a practicing Catholic in good standing with sensitivity to issues of women’s spirituality and commitment to developing women as leaders. The candidate should also have excellent interpersonal and communication skills, in addition to exceptional administrative and organizational skills. The person who will fill this role should have the ability to manage multiple priorities and demonstrate sound decision making skills.

Salary and Benefits:

• Salary range is $38,000 to $42,000 per year.
• Free access to the campus recreation facilities including a full gym, pool and walking trail.
• Our university’s Wellness Program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.
• Professional development opportunities and university benefits available.

Application:

Please apply using the following link. Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

https://home.eease.adp.com/recruit/?id=571689

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.