Job Description
Associate Director for the Faber Center for Ignatian Spirituality
Marquette University

Position Description
The Associate Director in the Faber Center for Ignatian Spirituality at Marquette University is responsible for working with the director to provide opportunities for Marquette faculty and staff to cultivate their spiritual life, learn about the richness of Ignatian Spirituality, understand the dynamics of the spiritual journey, and promote a faith that does justice. As part of Marquette’s Mission and Ministry team, this person supports the university’s commitment to its guiding values and pillars of academic excellence, faith, leadership, and service. Thus the associate director will work cooperatively with others on campus (specifically the Office of Mission and Ministry, Campus Ministry, Manresa for Faculty, the Center for Peacemaking, the Institute for Catholic Leadership, the Jesuit Community, Chaplains, Employee Wellness, and Gesu Parish). Through these relationships the associate director will develop an integrated approach to mission effectiveness and further Marquette’s Catholic and Jesuit tradition. This is a full-time, 11-month position (the Center is closed every July).

Responsibilities:
1. Collaborate with the director to implement a creative, compelling, and contemporary vision of Ignatian Spirituality’s role for faculty and staff working in a Catholic-Jesuit university.
2. Give the Spiritual Exercises, direct other individual and group retreats, and offer spiritual direction.
3. Work to introduce and familiarize members of the Marquette community with key themes and principles of Ignatian Spirituality and their relevance to daily life.
4. Offer guided meditations, facilitate faith sharing, lead Scripture groups, and offer reflections for worship services.
5. Continue to build upon existing programs and develop new initiatives that support the spiritual growth of women faculty and staff.
6. Work with the director to offer opportunities for interfaith dialogue and the exploration of other spiritual traditions.
7. Assist the director in creating written, audiovisual, and electronic resources on spirituality provided by the Faber Center for use by faculty and staff.
8. Serve on university-wide committees, as needed, to represent the Faber Center.
9. Actively participate in the life of the university through presence at major university events, and represent the Faber Center at employee functions through prayer and public speaking.
10. As directed, attend external events with benefactors and donors as a representative of the Faber Center and Office of Mission and Ministry and speak on topics related to Ignatian spirituality and Marquette’s mission.
11. Other duties as assigned by the director.
Required Knowledge, Skills, and Abilities:
- Master’s degree in Spirituality, Theology, Ministry, or a related field
- Training in spiritual direction and giving the Spiritual Exercises
- Demonstrated skills as a spiritual and retreat director with at least 5 years of experience
- Deep understanding and appreciation of Ignatian Spirituality, as well as understanding the dynamics of spiritual growth
- Experience with discernment and vocation
- Strong skills in group facilitation, public speaking, and written communication
- Experience working with religiously diverse populations as well as those with no affiliated religious traditions
- Ability to participate as a collaborative member of a ministerial team and implement both individual and team goals effectively
- Possess personal initiative, compassion and creativity
- Competence in addressing the spiritual needs of diverse communities, consistent with Marquette’s Statement on Human Dignity and Diversity.

Preferred Knowledge, Skills, and Abilities:
- Experience and understanding of Catholic, Jesuit Higher Education
- Competence and experience with women’s spiritual growth and development
- Understanding of diverse Catholic/Christian spiritualties and a breadth of religious traditions
- Experience in training and supervising spiritual and retreat directors.
- Terminal degree in Spirituality, Theology, Ministry, or a related field

Start Date: Aug 1, 2016

For a complete job description and to apply go to:  https://employment.marquette.edu/postings/5221

To learn about the Faber Center for Ignatian Spirituality please see http://marquette.edu/faber