Campus Ministry Associate Position Description

I. Introduction

St Mary Student Parish, located in Ann Arbor, MI, and staffed by priests of the Society of Jesus (Jesuits), serves the faculty, staff and students of the University of Michigan. This parish, which hosts an average of 2,300 people at six Sunday masses (one in Spanish), offers spiritual formation programs for undergrads, grads and young professionals, such as retreats, faith-sharing groups, an internship program for more intensive formation, and service programs for social justice. The parish also offers traditional programs such as RCIA, Confirmation, and First Communion. The parish has been in a period of growth in numbers and quality of programs and is now ready for a new phase of growth in worship and music as well as Ignatian/Jesuit identity.

II. Overview

The campus ministry associate is a recent college graduate with a desire to focus on developing leadership skills and professional growth as part of a Catholic campus ministry team. He/She is directly supported by and works closely with the associate director of campus ministry. While there are stipulated responsibilities, there is tremendous room for innovation and creativity.

A. General Qualifications and Expectations
   ▪ Recent college graduate within 2 years of graduation
   ▪ Practicing Catholic demonstrating a high level of professional and ethical conduct
   ▪ Willingness to work non-traditional hours including nights and weekends
   ▪ Self-motivated, flexible, and personable
   ▪ 10 month position (August – May)

B. General Responsibilities

1) Invite Catholic undergraduate participation in Catholic campus ministry at UM.
   ▪ Emphasis on personal invitation to students to join programs and activities at St. Mary.
   ▪ Develop relationships with Catholic students by being visible and welcoming both at St. Mary and on campus.
   ▪ Promote St. Mary at on campus events and encourage students to be a Catholic presence on campus.
   ▪ Prepare social media and other advertising materials for communication purposes.

2) Support and oversee undergrad student activities of the university-recognized student group Catholic Campus Community (CCC).
   ▪ Create and implement undergraduate student leadership retreats to be held prior to both fall and winter semesters.
   ▪ Attend and participate in CCC student programs, activities, and events in a variety of different ministries, including welcome week events.
   ▪ Be on the rotating on-call list during late night and assist with student study days during exams (bi-annual).
   ▪ Maintain detailed notes for each program from design through evaluation.
3) Develop personal skills as a Catholic leader.
   ▪ Further develop interpersonal, managerial, and administrative skills.
   ▪ Learn to mediate disputes and help peers in stressful situations.
   ▪ Learn to relate and connect with students from diverse backgrounds, cultures and places in their faith journeys.
   ▪ Pursue and maintain an active, growing relationship with God through daily prayer, reading, and regular celebration of the sacraments.
   ▪ Attend a personal retreat and pursue spiritual direction.
   ▪ Represent St. Mary Student Parish to UM, the Diocese of Lansing, and the general public.
   ▪ Submit weekly theological reflection paper (1 page) on personal learning, your experience of God throughout the week, moments of celebration, disappointment, questions, requests, etc. to supporting campus minister.

4) Serve as a member of St. Mary Student Parish staff.
   ▪ Attend bi-monthly staff meetings and participate in weekly campus ministry team meetings.
   ▪ Meet weekly with supporting campus minister.
   ▪ Attend Association of Religious Counselors (ARC) meetings on campus.
   ▪ Attend diocesan campus ministry meetings.

III. To Apply

One needs not to be considering a career in ministry to benefit tremendously from this role, as our staff is composed of 20 professionals whose varied backgrounds include communications, engineering, social work, education, theology, and business provide a diverse learning environment.

Email resume and cover letter to Kelly Dunlop kidunlop@umich.edu, Associate Director of Catholic Campus Ministry. Priority will be given to applications received before April 1, 2016.