**Director of Immersions**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the [Apply for this Job](#) link/button.

If you would like to bookmark this position for later review, click on the [Bookmark](#) link. To email this position to a friend, click on the [Email to a Friend](#) link. If you would like to print a copy of this position for your records, click on the [Print Preview](#) link.

### Posting Details

**Position Information**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Director of Immersions</th>
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<tbody>
<tr>
<td>Department</td>
<td>Ignatian Center</td>
</tr>
<tr>
<td>Part Year</td>
<td>No</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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<tr>
<td>Standard Hours</td>
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<td>(hours per week)</td>
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**Position Summary Information**

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<th>Position Purpose</th>
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<td>The Director of Immersions (DI) will provide strategic leadership for all aspects of the Ignatian Center’s immersions program. The DI will be responsible for supervising the Immersions Team, with a view to developing policies and programs that advance the distinctively Jesuit, Catholic tradition of education at Santa Clara and further the strategic plan of the Ignatian Center. This is a full-time, exempt position reporting to the Executive Director of the Ignatian Center for Jesuit Education. This is a continuing, full-time exempt position reporting to the Executive Director of the Ignatian Center for Jesuit Education.</td>
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<th>Essential Duties and Responsibilities</th>
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<td>Directs and oversees all practical aspects of the Immersion Programs.</td>
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<td>1. Assumes ultimate responsibility for planning and seeing to successful completion ICJE domestic and international immersion programs for students.</td>
</tr>
<tr>
<td>2. Leads and manages Immersions Team: Program Director, Graduate Assistants, and other students. Sets individual performance goals and evaluates staff performance.</td>
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**Essential Duties and Responsibilities**

Directs and oversees all practical aspects of the Immersion Programs.

1. Assumes ultimate responsibility for planning and seeing to successful completion ICJE domestic and international immersion programs for students.

2. Leads and manages Immersions Team: Program Director, Graduate Assistants, and other students. Sets individual performance goals and evaluates staff performance.
3. Assures successful advertising/recruitment/application process for student immersions according to set standards of ICJE.

4. Recruits for, plans, oversees, and/or supports immersion offerings for faculty/staff and alumni.

5. Manages travel and risk-management considerations of each immersion experience.

6. Secures health and safety information for all participants.

7. Oversees Immersion Coordinator and Immersion Companion Programs in collaboration with Immersions Team.

8. Plans/executes immersion related retreats.

9. In consultation with ED, accompanies specified immersions.

10. Recruits, hires, and supervises grad student assistants as appropriate.

11. Carries out other tasks necessary for successful immersions.

B. Generates and oversees programs for furthering ICJE’s goal of forming active global citizens.

1. In consultation with the Executive Director, identifies and pursues areas for growth and expansion.

2. Oversees the Jean Donovan Summer Fellowship Program in collaboration with the Immersion Program Director.

3. Oversees other attendant programs.

C. Develops and carries out strategies for integrating immersion programs more deeply within the Jesuit, Catholic educational tradition.

1. Ensure Immersions Program fulfills established learning goals and objectives.

2. Revise learning goals and objectives as needed and in consultation with ED.

3. Determines and manages assessment protocols, and implements modifications in programs on the basis of results.
| Provides Work Direction | N/A |

4. Ascertains, establishes, and promotes methods for improving the integration between immersion experiences and relevant academic courses.

5. Systematizes processes of reflection (faith-based, interdisciplinary, and referring to Catholic Social Teaching) that effectively enables students, faculty, and staff to recognize a commitment to justice and active global citizenship as essential dimensions of their vocations and/or careers.

6. Carries out strategies for appropriating Ignatian spirituality and vocational discernment into programs.

D. Advances relationships with strategic partners.

1. Maintains relationships with current agencies supportive of immersion programs.

2. Cultivates potential new partners for the successful implementation of key initiatives.

3. Something about on campus partnerships for companions, faculty program support?

E. Contributes to the budget planning and fundraising efforts of ICJE.

1. Proactively plans for budgetary needs of current and future immersion activities.

2. Oversees and manages budgets of immersion programs, monitors spending, financial reporting, and allocates resources consistent with program needs.

3. Oversees all aspects of immersion student fees.

4. Provides assessment of costs/benefits of programs for review of ED.

5. Assists ED and Director of External Relations in soliciting outside funding for immersion programs.

F. Carries out other duties as assigned by the Executive Director.

G. Collaborates with broader work of ICJE.
### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

### Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer terminal.
- May be required to travel to other buildings on the campus.
- May be required to occasionally travel to outside customers, vendors or suppliers.

### Work Environment

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment.
- Offices with frequent interruptions.

### Knowledge

- Familiarity with the Catholic Social Tradition and the Christian vision of a “faith that does justice”
- Familiarity with the Ignatian spiritual tradition

### Skills

- Excellent interpersonal and verbal/written communication skills
- Experience in project management involving budget, program planning, and public speaking
- Demonstrated knowledge of MS Office, Excel, PowerPoint, GoogleDocs, Adobe Acrobat Pro required; Adobe Photoshop, InDesign, Commonspot, PeopleSoft, and Concur skills preferred
### Abilities

- Ability or promise to lead/supervise groups and individuals in managerial contexts.
- Ability to develop successful working relationships with students.
- Ability to create and execute strategic planning and to lead diverse groups collaboratively toward a common vision.
- Ability to meet deadlines, work autonomously and in a team environment
- Ability to think strategically while balancing attention to detail and handling competing demands
- Ability to take initiative and anticipate needs
- Ability to maintain confidentiality and to communicate with a high level of sensitivity and tact
- Presents polished, professional demeanor in working with faculty, staff, and students, internal and external stakeholders, as well as Center staff.
- Ability to oversee marketing, communication, and event planning
- Ability to work non-traditional hours

### Education and/or Experience

- Master’s degree required
- 3-5 years of experience in related field

### Salary Information

$63,127 - $73,366/year

### Posting Detail Information

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<tr>
<th>Close Date</th>
<th>Open Until Filled</th>
<th>Yes</th>
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<tr>
<td>Special Instructions to Applicants</td>
<td>Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive</td>
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consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law. The University will provide reasonable accommodations to individuals with a disability.

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services website. To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

| About Santa Clara University | Santa Clara University is a comprehensive Jesuit, Catholic university located in California’s Silicon Valley, offering its 8,800 students rigorous undergraduate curricula in arts and sciences, business, and engineering, plus master’s, Ph.D., and law degrees. Santa Clara University does not sponsor work visas for staff positions. If hired, individuals must independently provide proof of their eligibility to work in the United States. |

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**Required Documents**

1. Cover Letter
2. Resume