Summary of Job Description

Job Number: 20160147
Job Title: Assistant Director for Ignatian Programs and Retreats
Department: Mission and Ministry
Grade/Level:
Salary:
Date Posted: 02 MAR 2016

Apply for this Position

Responsibilities & Qualifications: Assistant Director for Ignatian Programs and Retreats

The Office of Mission and Ministry promotes the Ignatian heritage, the Catholic identity and the Jesuit mission of the University. In keeping with the mission, the Office develops programs and initiatives that engage students, faculty, administration, staff, alumni, board members, and benefactors in the understanding of our religious identity and commitments.

The Assistant Director for Ignatian Programs and Retreats has duties that include but are not limited to:

- Oversees and provides programmatic support to the programs, events, initiatives, and retreats sponsored by the Director of Ignatian Programs for the faculty and staff of the university.
- Provides all logistical support for programs that promotes the work of the Office of Mission and Ministry, including the 19th Annotation Retreat, the Living the Ignatian Charism seminar, the Ignatian Family Teach-In for Justice, the Spirit of Georgetown seminars, the Moment for Mission email, and other seminars, lectures, or events, as assigned.
- Manages the use and scheduling of the University’s owned and operated Calcagnini Contemplative Center, and acts as a liaison for the
center with various partners, including University departments, and Clarke County.

- Supports the Director’s work with University Human Resources to develop orientation programs, seminars, and retreats that advance the Catholic and Jesuit Mission of the University with University staff.

**Requirements**

- Bachelor’s degree or equivalent training/experience.
- Experience in religious retreats and substantial knowledge and experience of Ignatian spirituality and the Society of Jesus (the Jesuits).
- Experience in administrative and programmatic support – general knowledge of workings of a large educational institution preferred.
- Competence in administration and events management and sophisticated verbal and writing skills.
- Strong proficiency in Microsoft Office, including Word and basic Excel.
- Ability to work collaboratively with administrators, faculty, and staff from all areas of the university and to positively represent Office of the Vice President for Mission and Ministry.
- Reliable, self-directed, engaging, professional, trustworthy, and competent.
- Ability to manage effectively projects and tasks with a strong attention to detail.
- Familiarity and ease in working with persons from a variety of religious traditions.