Mother Jones House Mentor & SSAC Assistant - Wheeling, West Virginia

About this job

Description
Serve as live-in mentor for the Mother Jones House, an intentional Christian community service-learning residence housing up to nine (9) college students. House members live by six core values: simplicity, faith, community, social justice, learning, and service. The Mother Jones House is guided by the Service for Social Action Center and Laughlin Memorial Chapel (LMC) Program Coordinators. Assists the Service for Social Action Center (SSAC) with programs.

Essential Functions

• Primarily and independently responsible to plan and lead an orientation for incoming students, two (2) house retreats and other program initiatives to advance the Mother Jones House mission.
• Primarily and independently responsible for overseeing all activities with the Mother Jones House including:
  o Schedule and conduct a weekly house meeting and coordinate with students’ house prayer and a community dinner on a weekly basis.
  o Oversee students planning and delivery of informational programs for the campus community.
  o Mentor students in a Christian way of life; meet weekly with each student to check-in on class, service hours and house concerns.
  o Ensure students abide by the University code of conduct; implement university protocol concerning health, safety and security of students.
  o Coordinate weekly chores for the upkeep of the entire house; arrange for home repair or maintenance with the LMC and the SSAC; manage various House budgets.
  o Track community service hours as well as collect other community service data.
• Support the Director of the LMC in placing students at service sites, oversee their performance and foster accountability.
• Meet regularly with the Program Coordinators, SSAC and Campus Ministry staff; address student concerns to Program Coordinators; work with the Program Coordinators to strengthen relationships with East Wheeling leaders and neighbors.
• Serve 75% of time as Service for Social Action Center Assistant by helping coordinate service programs, events, assist with the prison ministry program and provide leadership on immersion trips over University breaks.
• Develop relationships with community partners in and around Wheeling.
• Other relevant duties may be assigned by the Director of the Service for Social Action Center (SSAC) or his/her designee.

Requirements
• Bachelor's degree from a four-year college or university and experience in living in intentional Christian community or as a residence life assistant with various types of community service experience.
• Experience with immersion trips and retreats preferred.
• An ability to articulate and work within the values of an Ignatian Spirituality, derived from work or experience at, or earned degree from, a Jesuit college or university is highly desirable.
• Commitment to implementing the vision, mission, and values of a Catholic, Jesuit university.
• Excellent organization, verbal and written communication skills and work ethic.
• Valid driver’s license and ability to pass 12-passenger van driver training.
• Must be available to work evenings and weekends as needed and over University breaks.
• Must be committed to the Mother Jones House Core Values and have the ability to assist student growth in relation to them.

**Application**

**Application deadline is April 22.** Application material **must** include:

• Letter of application outlining how qualifications and experience will enable the candidate to carry out the essential functions of the position
• Current resume
• Contact information for three to five references
• Mail to:

  Wheeling Jesuit University  
  Director of Human Resources  
  316 Washington Avenue  
  Wheeling WV 26003  
  Email: jobs@wjwu.edu