Campus Minister for Retreats

Position Information

Position Details

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Minister for Retreats</th>
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<td>Position Number</td>
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<tr>
<td>Department</td>
<td>Campus Ministry</td>
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<td>Market Reference</td>
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<td>FTE</td>
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Job Description

Position Summary

Seattle University has an exciting, dynamic opportunity for a full-time, 11 month, Campus Minister for Retreats. Under the general direction of the Associate Director of Campus Ministry, the Campus Minister for Retreats coordinates two of Seattle University's major retreat programs, New Student Retreats and the Search Retreats. In addition, the Campus Minister for Retreats assists in the planning and implementation of Illumination vocational discernment retreat, and the Christian and Catholic student retreats.

This position will also collaborate with the Divisions of Student Development and Athletics in the implementation of retreats for Learning Communities and athletes including assistance with leadership formation and spiritual development of retreat leaders.

This position will also have occasion to connect and communicate with retreat alumni and will do so in partnership with the departments of University Advancement and Alumni Engagement.

Essential Job Functions

Recruits, trains, and forms student leaders to implement the New Student Retreat and Search Retreat programs designed to help students build community and experience reflection in a Christian context but with openness to students of all faith backgrounds.

Encourages and develops peer student ministry in all endeavors.

Create a new program to provide small-group reflection and follow-up for students who have participated in a retreat.
Supervises one Student Campus Minister for Retreats, helping to develop that person professionally and in leadership and ministry. Attend to the spiritual well-being and development of students as needed, including pastoral care for students, spiritual accompaniment/direction, and caring for students in crisis. This position oversees all logistics involved with retreat implementation, including securing retreat facilities, transportation, and monitoring program budgets.

**Marginal Job Functions**
Processes a great quantity of applications, surveys and payments through Qualtrics or other administrative software. Other administrative duties involve participation in departmental activities including, but not limited to: domestic or international immersions, service on university committees, weekly staff meetings, and divisional meetings. Perform other related duties as assigned.

**Minimum Qualifications**
Bachelor’s degree plus four years of relevant experience or an equivalent combination of the job such as those listed above. Experience in coordinating multiple programs simultaneously. Interest in and experience of leadership training, especially of young adults. Proficiency in PowerPoint, Excel, Microsoft Word, and Outlook, comfortable navigating social media, web pages and other marketing tools. Ability to navigate budget material, including timely reporting and updates to Senior Excellent communication skills. Openness to the Jesuit, Catholic mission of the department and the University, and ability to work under supervision and take initiative where appropriate. Ability to navigate collaboration with other university departments as needed. Ability to sustain appropriate boundaries in pastoral relationships with undergraduate students. All candidates must show a demonstrated commitment to diversity and the university's mission, vision, and values. All positions at Seattle University require a criminal history background check.

**Preferred Qualifications**
Master of Divinity or other post-graduate theological degree plus experience working with college students/young adults.

**Compensation**
Salary will be discussed during the interview process and is commensurate with qualifications.

**Excellent Benefits Package**
Our excellent benefits package currently includes: Medical, dental, vision, life, and disability insurance, significantly subsidized for employee and dependents; generous retirement plan; vacation, sick leave, 12 holidays plus Christmas week off, community service leave; Transportation pass 75% paid; Automatic payroll deposit; Library privileges for employees; University fitness facilities free for employees; S.U. tuition for employees and dependents administered in accordance with University policies.

**Application Instructions**
Please apply online at: https://jobs.seattleu.edu. Applicants are also strongly encouraged to attach an electronic cover letter and resume when applying. Persons who need assistance with the recruitment process may contact the Office of Human Resources at: 206-296-5870.

**Close Date**
04/03/2016

**Non-Discrimination Policy**
Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment practices, or in its employment related policies and practices. In addition, the University does not discriminate on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program.
All University policies, practices and procedures are administered in a manner consistent with Seattle University’s Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University’s Vice President for Human Resources and Equal Opportunity Officer at (206) 296-5870.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University’s Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact any one of the following:

Office of Human Resources
RINA 214
(206) 296-5870
hr@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

Quick Link  

### Supplemental Questions

Required fields are indicated with an asterisk (*).

1. **How were you referred to this job posting?**
   - Seattle University jobsite
   - Indeed.com
   - HigherEdJobs.com
   - NWjobs.com/Seattle Times
   - Craigslist.com
   - Chronicle of Higher Education
   - Social Media (LinkedIn, Facebook, etc-Please name in next question)
   - Industry Specific Jobsite (Please name in next question)
   - Employee Referral (Please name in next question)
   - Other (Please name in next question)
   - Yesler Terrace Resident
2. **If Other, Employee Referral, Social Media or Industry Specific Job Site please specify:**
   (Open Ended Question)

### Applicant Documents

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Optional Documents</th>
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<tr>
<td>1. Resume</td>
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<tr>
<td>2. Cover Letter</td>
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