JOB DESCRIPTION

Director of Adult Formation / Mission Integration

JOB SUMMARY:

The Director of Adult Formation / Mission Integration (DAF) is a 12-month position primarily responsible for the formation of the adult community at U of D Jesuit in the Jesuit tradition of education as well as in Ignatian spirituality. In this capacity the DAF is responsible to promote and deepen the mission of U of D Jesuit by developing formation programs for the faculty, staff, and Board of Directors that include the following components: Ignatian spirituality, the vision of Jesuit Education and the Jesuit tradition of pedagogy. The DAF also works with parents and alumni offering to them programs that help them to understand Jesuit education, Ignatian Spirituality, and the mission of U of D Jesuit.

JESUIT MISSION: U of D Jesuit challenges its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.” The school strives to develop graduates that are open to growth, committed to doing justice, loving, religious, and intellectually competent. The Director of Adult Formation / Mission Integration must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day to day activity. All U of D Jesuit faculty and staff are required to attend two Days of Reflection during the school year as an opportunity to reflect on the mission in their respective roles in the school.

REPORTS TO: President

EMPLOYMENT CATEGORY: Exempt

PERFORMANCE RESPONSIBILITIES:

- Board Formation and Co-Chair (along with a Board Member) of the Jesuit Identity Committee of the Board
- Create and implement programs for the formation of Faculty and Staff at U of D Jesuit
- Convener of the "Three Pillars: Theology, Campus Ministry, and Christian Service"
- Parent Retreats and formation programs
- Attend the Jesuit Province meetings and the JSN (Jesuit Schools Network) meetings.
- Maintain and update the "Mission" section of the U of D Jesuit website
- Adheres to policies related to boundaries with students
- Attends required abuse risk management training
- Reports suspicious and inappropriate behaviors
- Follows mandated abuse reporting requirements
- Adheres to job specific abuse risk management responsibilities
QUALIFICATIONS:

The ideal candidate will be Master's prepared; will have made the Spiritual Exercises in some form; will have experience teaching; and will have a familiarity with the philosophy and vision of Jesuit education.

If interested, contact the President’s Office at Office-of-the-President@uofdjesuit.org.

Please include a cover letter, a resume, and a completed application found online at www.uofdjesuit.org

It is the policy of U of D Jesuit to provide equal opportunity to all applicants for employment. The School will not discriminate in employment on the grounds of race, religion, sex, national origin, height, weight, marital status, veteran status, disability, or any other protected category.

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