POSITION OPENING: Campus Minister

DATE: April 17, 2013

FLSA STATUS: Exempt (Administrative)

DEPARTMENT: Campus Ministry

POSITION: Full-time (10-months)

CLOSING DATE: May 24, 2013

POSITION SUMMARY: Plans, organizes, and conducts retreat programs, collaborates in other Campus Ministry and University activities, and coordinates student small prayer communities (Faith-Sharing Groups). Communicates with the Director and other Campus Ministry employees to these ends. Members of the Society of Jesus and laypersons are invited to apply.

QUALIFICATIONS:
- Master's degree in Theology or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience.
- Experience in higher education campus ministry or other related field preferred.
- Ability to work effectively within the framework of a Jesuit Catholic Institution of higher education, with a particular commitment to sharing and advancing the Catholic Jesuit Mission and values especially as they relate to prayer, reflection and fellowship.
- Energetic individual committed to active student outreach, recruiting and involvement.
- An understanding of and experience with the spiritual and personal development of young adults from different religious backgrounds.
- Knowledge of Ignatian Spirituality and the tradition of Jesuit education.
- Excellent communication skills with ability to promote programming.
- Effective at interacting with other staff members and university constituency.
- Available for regular evening and weekend work.

ESSENTIAL FUNCTIONS:
- Plan, organize and conduct retreat programs; prepare schedules and supporting materials for retreats, register and recruit retreatants and directors, makes arrangements for location, transportation, food, etc., and provide communication and ongoing spiritual support of retreatants after the retreat; provide leadership formation for the student leader aspects of the retreat program; develop and coordinate new retreat opportunities.
- Provide spiritual direction as appropriate to faculty, staff, administration and students.
- Collaborate in other Campus Ministry and University activities as needed and as appropriate in a variety of ways such as: making presentations for Campus Ministry programs, attending general University presentations and celebrations, and helping at Admissions events with presentations.
- Coordinate student small prayer communities (Faith-Sharing Groups); supervise training of leaders; compile and disseminates Bible study materials; provide support to groups on a regular basis.
- Communicate with the Director and other Campus Ministry employees, including a regularly scheduled weekly staff meeting and periodically provides notes for Board of Directors information.

APPLICATION REQUIREMENTS: Application material must include:
- Letter of application describing your relevant experience
- Current resume
- Contact information for three to five references

Send to:
Wheeling Jesuit University
Director of Human Resources                  jobs@wju.edu
316 Washington Avenue
Wheeling WV 26003

AS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, WE ENCOURAGE APPLICATIONS FROM QUALIFIED VIETNAM ERA VETERANS, DISABLED INDIVIDUALS, MINORITIES, AND WOMEN.