Catholic Advisor
Religious & Spiritual Life

Part-time position, 13 hrs/week, academic year (10 months) casual position, no benefits, salary
commensurate with experience and qualifications

The Catholic Advisor is a vital part of a multifaith staff serving the needs of the Catholic and
broader campus community.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts
to create a respectful, inclusive, and welcoming work environment.

Key Responsibilities

Administrative
- Holds regular office hours
- Attends regularly scheduled Religious & Spiritual Life staff meetings

Programs
- Provides for religious programming on campus and makes all reasonable efforts to accommodate the
religious and spiritual needs of Catholic students as well as faculty and staff
- Participates in Religious & Spiritual Life programming (e.g. panel on religion & politics,
baccalaureate, MLK)
- Participates in at least one College committee
- Makes provision for weddings and funerals for the campus community and alumni/ae as requested
and as available

Advising
- Advisor to the Newman Club
- Provides pastoral care and guidance to students and other members of the campus community as
requested and appropriate
- Serves the campus community in times of crisis.
- Remains current with trends in chaplaincy through membership and service in the National
Association of College and University Chaplains (NACUC) or comparable organizations and
professional development opportunities
- Works with the local Diocese and Amherst College to facilitate for members of the Catholic
community the regular reception of the Sacraments and other opportunities that support and advance
spiritual growth, service in Christ, and inter-religious dialogue and encounter

Qualifications

Required
- Bachelor’s Degree and some graduate work
- Trained in Catholic tradition and able to make necessary preparations for celebration of Mass.
- Organizational and pastoral care skills
Preferred

- Master’s of Divinity or equivalent
- Higher education background in a religious setting

Interested candidates should submit a cover letter, resume, and the names and contact information (e-mail and/or telephone number) for three professional references. Applications will be reviewed until position is filled.

Amherst College is an equal opportunity employer and encourages women, persons of color, and persons with disabilities to apply. The College is committed to enriching its educational experience and its culture through the diversity of its faculty, administration, and staff.

Amherst College, one of the premier liberal arts colleges in the nation, is located in Amherst, Massachusetts, a town of approximately 35,000 residents in the western part of the state. The college’s community is composed of about 1,800 students from 49 states, plus D.C., Puerto Rico and the Virgin Islands, and 54 countries around the world, and about 1,000 staff and faculty. The college’s scenic 1,000-acre campus includes a 500-acre wildlife sanctuary and the Book & Plow Farm; three museums: Emily Dickinson Museum, Beneski Museum of Natural History and Mead Art Museum; and multiple educational and cultural venues and resources through the Five College Consortium. The town of Amherst offers an amazing variety of coffee shops, restaurants and entertainment, and a very active outdoor life. Our vibrant campus, diverse community and beautiful surrounding, makes Amherst College and the Town of Amherst a great place to work, learn and live!

To apply: https://apply.interfolio.com/35663