

Position Vacancy

POSITION: Associate Campus Minister

CLASSIFICATION Exempt

DEPARTMENT: Campus Ministry

SCHEDULE: 10 months

POSITION REPORTS TO: Director of Campus Ministry

JOB FUNCTION: The Associate Campus Minister assists the Director of Campus Ministry in planning, coordinating, and implementing formative spiritual programming for students, faculty and staff.

ESSENTIAL ELEMENTS:

1. Develops and coordinates reflection and retreat opportunities focused on women's spirituality.
2. Assists in developing, coordinating, and overseeing a student peer ministry program.
3. Participates in all Campus Ministry staff meetings and facilitates assigned meetings.
4. Assists in the planning and facilitation of retreat and faith sharing experiences for students.
5. Provides pastoral and spiritual guidance for students, faculty, and staff.
6. Assists in developing, planning, and executing college-wide prayer and reflection experiences.
7. Works with faculty and staff to develop collaborative programming.
8. Participates in and assists in planning interfaith activities.
9. Shares in the common responsibility for clerical and secretarial services in the office.

NON-ESSENTIAL ELEMENTS:

1. Performs other duties as assigned.

SKILLS, EXPERIENCE AND TRAINING:

1. M. Div. or M.A. in Theology preferred.
2. Demonstrated ability to minister to and relate to college students.
3. Proven leadership and organizational skills.
4. Well-developed interpersonal skills.
5. Ability to get along with diverse personalities.
6. Ability to collaborate with team members.
7. Good communication skills both written and verbal.

Interested candidates, please submit resume and cover letter to hrjobs@kings.edu.