

# Ohio Dominican University Campus Ministry Job Posting Fall 2021

Ohio Dominican University seeks a passionate and dedicated person to join the University as the Director of Campus Ministry. This position works closely with the University Chaplain and is supervised by the Vice President of Mission and Ministry. Qualified candidates will be a Catholic in good standing with a commitment to the Catholic Intellectual Tradition as well as the Dominican Charism of the University founders. Must be able to bring to embrace and bring to life the Mission of the University in the hope of providing spiritual and personal growth through faith formation for the entire ODU community, particularly the students of all faiths and no faith. Interested in the position, contact Sister Diane Traffas O.P. (620-786-9362) or [traffasd@ohiodominican.edu](mailto:traffasd@ohiodominican.edu) for more information.

**Position Title:** Director of Campus Ministry

**Department:** Campus Ministry

**Reports to:** Vice President/Mission and Identity

**Status:** Exempt, 12 Month Full Time Position

**Date:** September 2021

## Position Summary

The director of Campus Ministry is integral to the Mission and Identity of Ohio Dominican University, founded by the Dominican Sisters of Peace. The director provides dynamic and visible leadership and direction for an integrated vision of campus ministry that enhances student spiritual and faith formation programs such as retreats, activities, and services developed in response to the religious and spiritual needs of the University community. Rooted in Ohio Dominican University's mission and the four pillars of Dominican Life, the director works collaboratively with other departments, especially the University Chaplain, the Student Development Division, and the Mission and Ministry department for mission-focused events.

## **Essential Job Duties and Responsibilities**

- Promote Dominican ideals and alignment with the Mission of Ohio Dominican University and the four pillars of Dominican life.
- Design and implement events, activities, and liturgical worship that highlight the Catholic/Dominican traditions, especially with emphasis on peace and justice.
- Promote the integration of religious diversity and cross-cultural sensitivity into religious rituals and ceremonies.
- Encourage the spiritual development of students of all faiths through faith formation.
- Develop peer ministry and leadership training
- Speak on behalf of Campus Ministry at orientation events, offering invocations, making announcements at Mass, and offering invitations to events.
- Act as sacristan for the University chapel for all Masses and liturgical events.
- Arrange for local priests to celebrate the liturgical life on campus when the Chaplain is unavailable.
- Oversee the development and management of the department's operational budget in compliance with university policies and procedures regarding finances.
- Organize and manage programming for all students with a focus on the University mission; collaborate with other ministry departments on campus as appropriate (Athletes in Action)
- Provide on-going formation and training for liturgical ministers.
- Maintain the Campus Ministry section of the web-cast.
- Serve on University communities as appropriate.
- Demonstrate a working knowledge of concepts, practices, and procedures relative to ministry expertise, to apply in various situations.
- Establish departmental goals, and prepare reports as requested for accountability.
- Organize and lead service trips and alternative mission immersion experiences as appropriate.
- Build and nurture a welcoming environment on campus, in the spirit of Dominican hospitality.
- Oversee and coordinate student participation in diocesan and national initiatives such as March for Life, the Dominican College Preaching Conference and the local Young Adults Program.

## **Qualifications/Knowledge/Skill**

- A person of deep faith, well grounded in Catholicism, capable of leading thoughtful and theological discussions. (Roman Catholic will be priority)
- Possesses pastoral skills responsive to the needs of the college community with a focus on students.
- Experience with young adults preferred.
- Openness to all expression of religious faith.

- Leadership and supervisory skills.
- Demonstrates a collaborative working style.
- Skill in promoting spirituality.
- Willing to work flexible hours.
- Strong interpersonal skills.
- Organized and has ability to work alone when needed.
- Proficient knowledge of social media applications.

**Education:**

Minimum requirements: Bachelor's Degree in relevant discipline, with one (1) four (4) years' experience in working in campus ministry or in a student population arena.

**Preferred:** Master's Degree in appropriate discipline. Three to five years' experience or the equivalent with strong interpersonal skills and demonstrated flexibility.

**Supervision**

Works under the supervision of the Office of Mission and Ministry at Ohio Dominican University.

**Physical demands:** Routine physical demands for office environment. While performing duties the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel and reach with both arms and hands. The employee may be required to lift and move twenty-five (25) pounds, and operate all computer equipment, copier, fax machine, printer and telephone.

**Work Environment:**

Exposed to minimal hazard in the office environment. Some travel on University business may be required. Routine demands for office environment. Some lifting, moving and setting up computer equipment as necessary. The noise level is usually moderately quiet, fast-paced and interactive.

**Employee Acknowledgment:**

I have read this job description. I understand the duties and responsibilities, and have had the opportunity to ask questions.

Employee Name ( Printed)

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Employee Signature ( Signed)

\_\_\_\_\_ Date \_\_\_\_\_