

Position: Campus Ministry Student Assistant

Hours: 8 hours per week paid position

Application Due Date: May 15th, 2017

Start Date: Immediately

Campus Ministry Student Assistant Application

Responsibilities: As a Campus Ministry Assistant you will serve as an ambassador and liaison for Campus Ministry to the campus community and beyond. You will be a member of the ministry team, offering your skills to aid the mission of the college and the department of Campus Ministry. With guidance from the professional staff you will serve as a pastoral ministry resource to your peers. You will serve as a logistical resource for other peer ministers and staff in providing support for them to carry out their ministerial duties. This may include:

- Serving as a welcoming presence and office receptionist
- Opening and closing the office, working shifts at the desk
- Answering questions about Campus Ministry
- Utilizing the phone system
- Bookkeeping, note taking, data entry
- Drafting and posting campus ministry correspondence
- Creating fliers, posters, invitations, and other assistance with graphic design and advertising
- Running errands on and off campus, shopping for supplies
- Assisting with set up and clean-up for events and logistical preparation for retreats, service learning trips and other offerings
- Decorating the office for the various seasons
- Maintaining bulletin boards, receiving and distributing incoming mail
- Filing and keeping the office space welcoming and presentable
- Sending sympathy and congratulation cards to the Aquinas community, as well as other correspondence from the office as needed
- Researching topics as requested to offer resources for others
- Serving on ministry program teams and checking in with others who are working on ministry programs

- Promoting events and inviting peers to attend
- Attending our largest gatherings of students such as Sunday night Mass, to promote community building, relationships, and offer invitations to events
- Speaking on behalf of Campus Ministry at orientation events, offer invocations, make announcements at Mass for upcoming events
- Facilitate positive relationships with members of the community to support the work of Campus Ministry
- Meet frequently for training, leadership development, and formation, with the professional staff, particularly your supervisor.
- Be an all-around team player ready to offer service where needed for the greater good
- Other tasks assigned by the team

Skills required: Ability to use Microsoft Office Suite, especially Publisher, and Excel documents; Google Suite, ability to access contact information on Campus Ministry Data Base. Strong communication, interpersonal skills, ability to maintain confidentiality, ability to refer appropriately, pastoral sensitivity, understanding of Campus Ministry's service to the college and this position as a faithful response toward contributing to that mission.

Note: This position may have work over the summer and other academic breaks. The position also ebbs and flows with hours and responsibilities according to the rhythm of the academic year. You can anticipate that during busy times your work week should not exceed 12 hours in a given week. During slow times while classes are in session your hours should not drop below 4 hours a week. Over the course of a semester you should not average more than 8 hours per week during that timeframe. Hours are not guaranteed and will be scheduled according to departmental need, mindful of your schedule, well in advance. Please indicate if you have potential for availability to work over academic breaks or not on your application.

If interested, please complete the following application:

Submit a cover letter, resume/CV, and list two (2) references on a separate sheet of paper including contact information.

Answer the following questions (total 1.5 pages, double-spaced, maximum)

1. What is your main motivation in applying for a student pastoral ministry position with Campus Ministry?
2. After reading the job description, what previous experience have you had that would prepare you for this position? Have you ever held a pastoral leadership position before?
3. What is your familiarity with the department of Campus Ministry and facilitating faith programming?
4. As an assistant, you are part of the Campus Ministry team. As a team member, what contributions do you feel you could bring to the team?
5. Have you worked elsewhere on campus before? If so, where and who was your supervisor? (Are you federal work study eligible?)
6. What on/off campus activities/work/volunteerism/faith communities/clubs/organizations are you involved in?
7. Work responsibilities will include opening and closing the office, working shifts at the desk, fielding phone calls, and working over academic breaks on an as needed basis. Do you anticipate being available for these tasks?

APPLICATIONS DUE TO RJG004@aquinas.edu May 15th or until position is filled.

Questions? Email or Call

Robert Gilmore

Associate Dean of Mission, Ministry, and Service Learning

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