



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

CAMPUS MINISTRY AND SERVICE COORDINATOR

Job Summary:

The Campus Ministry and Service Coordinator is responsible for administering student service and campus ministry programs and initiatives, in support of the Mission and Vision of U of D Jesuit and the development of students to be “Men for Others”.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Campus Ministry and Service Coordinators must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures:

Submit cover letter, resume, and a completed teacher application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to FacultyJobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Reports to: Director of Campus Ministry and Service

Employment Category: Exempt, Full-time, 10-month position with some summer service

Duties and Responsibilities:

Liturgy, Retreats, and Prayer

- Assists with planning Masses and liturgies, with particular emphasis on making them active and engaging experiences for all in attendance. Mass and liturgies include, but are not limited to student Masses and prayer services; weekend parent masses; and Reconciliation services.
- Assists coordinating students to lead the school community in daily prayers.
- Helps maintain the chapel (including sacristy, vestments, and vessels) in good order; communicates maintenance issues to the Director of Plant Operations.
- Coordinates, plans, and implements student prayer groups, including recruiting faculty facilitators.
- Implements the U of D Jesuit student retreat program, acting as director of each retreat or making provisions for the presence of another director. Coordinators will also help the Director of Campus Ministry and Service coordinate, plan, and reevaluate the retreat program.
- Recruits and prepares faculty volunteers to assist on retreats.

- Assists with planning and organizing retreat follow-up meetings, i.e. Fourth Day meetings and Junior Prayer groups.
- Communicates effectively with students, parents, faculty, and staff to fully integrate Retreats and liturgies into school life.

Service Programs and Immersion Experiences

- Assists with planning, coordinating, and maintaining student service programs including, but not limited to, Focus: HOPE programs, Senior Service, Pallbearer ministry, and annual programs (e.g., Dr. Martin Luther King, Jr. Day activities).
- Communicate effectively with students, parents, faculty, and staff to fully integrate service programs into school life.
- Help recruit adult co-directors, promote immersion trips among students, and create ways to maximize student participation.
- Help maintain relationships with service and immersion trip locations and expand the network and develop new relationships as necessary.
- Moderate the student-lead Ignatian Service Corps and Student Pastoral Teams.

Formation and Reflection

- Help create and coordinate various formation and reflection programs pertinent to retreats and service opportunities in order to foster true personal and institutional transformation.

Ongoing Evaluation and Adaptation

- Regularly evaluate all programs to ensure they are relevant and engaging.
- Demonstrate ability to increase student participation and faculty cooperation.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

Qualifications and Experience:

- Three to five years of experience coordinating service and/or Catholic retreat work.
- Master's degree in theology, religious studies, or a related field is preferred.
- Demonstrated knowledge of student service projects, Catholic liturgy, Ignatian retreats, and is excited to work within the Jesuit tradition.
- Demonstrated effective and efficient organizational and work skills.
- Previous experience in facilitating service programs, immersion efforts, retreats, and coordinating formation and reflection in an effective manner.
- Proficiency with Microsoft Office and Google suites; ability to learn web tools such as My U of D Jesuit (MUDJ), Blackbaud, and data management software.

Other Skills and Abilities:

- Willingness to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School;
- Relates well with high school students.
- Ability to work outside the normal school day and normal school year on occasion, including some weekends and summer responsibilities associated with immersion trips.
- Communicates clearly and efficiently when writing and speaking.
- Ability to collaborate well with others.
- Ability to exercise discretion with any confidential information obtained as a result of the position.

Physical Working Conditions:

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office with occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

Compensation:

Commensurate with qualifications and experience - ranging from \$40,000-\$70,000 per year.
Full benefits package also included.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.