



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Associate Director of Campus Ministry

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Position

The Associate Director of Campus Ministry plays a crucial role in fostering the spiritual and religious development of students. The Associate Director collaborates closely with the Director of Campus Ministry to create a vibrant and inclusive faith community that reflects our Ignatian values and principles.

Responsibilities include but are not limited to:

Sacramental Life:

- Plan and organize liturgical celebrations, masses, reconciliation services, interfaith services and other opportunities for communal prayer.
- Engage students and faculty in the planning and execution of liturgical services, encouraging active participation and ownership of their faith.
- Coordinate programs, such as teaching masses, to help students better understand our liturgical celebrations
- Coordinate preparation of students in need of completing their sacraments of initiation.
- Coordinate daily mass schedule, mentor group masses and care for the Chapel of St. Ignatius Loyola.
- Serve as Sacristan for school masses.

Retreats and Spiritual Formation:

- Facilitate and coordinate Senior retreat programs.
- Lead one Junior Emmaus retreat each year and assist with the overall retreat programs as needed.
- Collaborate with the Director of Campus Ministry to train and oversee the sophomore grounds crew for the Freshman Retreat.
- Coordinate the sophomore Ministry Leadership Team, providing leadership and spiritual formation.

Vocation Promotion:

- Actively engage students in discussions about discerning their vocations, whether it be to religious life, marriage, or other forms of dedicated service.
- Organize events and guest speakers to inspire students to explore and discern their callings in life, aligning with Ignatian principles of discernment.
- Collaborate with the Jesuit communities and Office of Vocation Promotion to provide students with opportunities to learn more about a vocation to religious life.
- Foster a culture of openness to diverse vocations, encouraging students to reflect on how their unique gifts and talents can contribute to the betterment of society and the Church.

General:

- Offer pastoral care and support to students, faculty, and staff in times of need, including but not limited to illness, loss, and other personal challenges.
- Collaborate with members of the campus ministry team at weekly department meetings and provide support for special projects.
- Collaborate with the Director of Campus Ministry on opportunities to engage students in respect life issues.
- Participate in and provide support for adult formation opportunities.

Professional Development:

- Stay informed about developments in Catholic education, Ignatian spirituality, and relevant theological and pastoral issues.
- Attend conferences, workshops, and training sessions to enhance personal and professional development.

Qualifications:

- Bachelor's degree in Theology, Pastoral Ministry, or a related field.
- Practicing Catholic with a deep understanding and commitment to Jesuit education and Ignatian spirituality.
- Experience in campus ministry, pastoral work, or a related field within a Catholic educational setting.
- Strong interpersonal and communication skills.
- Ability to collaborate effectively with diverse stakeholders, including students, faculty, staff, and parents.

The position also includes teaching 1 academic class.

Application Process

Interested applicants should submit a cover letter, resume, and a list of three references (who will not be contacted until later in the interview process) by email to Mr. Brian Carney, Vice President for Mission and Chief Strategy Officer, at:

employment@fordhamprep.org

Qualified applicants, with all the required documents submitted, will be contacted regarding next steps in the interview process.

Fordham Preparatory School is an EOE (Equal Opportunity Employer). The position includes all faculty benefits, including vacation days, medical insurance, retirement plan, and tuition remission at Fordham

Preparatory School and Fordham University. Salary is set by the faculty scale based on academic credentials and teaching experience (range \$58-89K).