**Position Title:** Director of University Ministry  
**Location:** San Antonio Main Campus  
**Office Department:** Campus Ministry  
**FLSA Status (Exemption Category):** Exempt  
**Work Status:** Full time  
**Reports To:** Vice President for Mission and Ministry  
**Supervisory Responsibility:**  
**Created/Revised by:** G. Urrabazo  
**Approved by (Date):** P. Vargas

**Job Summary:** The Director of University Ministry, A Roman Catholic, (Ordained or Lay) is responsible for the administration, supervision and coordination of all programs and services offered through University Ministry. The Director provides leadership in the university community in understanding and providing for the spiritual, pastoral and formation needs of the university community. The Director assists the OLLU community to grow in witnessing the Roman Catholic identity and values.

**Essential Functions:**

1. Leads the University Ministry team members in planning and implementing extraordinary liturgical events, namely Mass of the Holy Spirit, Candlelight Ceremony, Advent and Lenten services, Baccalaureate and Graduate Masses, as well as those called for by special circumstances.
2. In cooperation with other campus offices and centers provides a variety of educational presentations and programs that support and develop Church teaching and ministry regarding social justice, hunger, and peace.
3. Initiates and fosters groups that add to the quality of religious life on campus.
4. Provides pastoral counseling, spiritual direction, and opportunities (e.g., retreats) for increasing the spiritual life and bonding of members of the campus community.
5. Works collaboratively with the Vice-President for Mission and Ministry, who serves as liaison for the University to the Congregation of Divine Providence.
6. Provides opportunity for professional development of the University Ministry staff.
7. Manages overall operations of University Ministry (e.g., collection and analysis of data; leading to the development of annual evaluations of campus needs, services and staff workloads on an on-going basis.
8. Demonstrates a strategic approach to University Ministry leadership and direction to include policy development, implementation and evaluation, facilitation of strategic and operational planning and evaluation.
9. Maintains a pastoral presence and direct involvement in University Ministry activities.
10. Fosters the living tradition of the Roman Catholic Church on the campus through sacramental participation. Participating in sacramental preparation as well as a variety of forms of religious education.
11. Fosters the living tradition of the CDP charism through programming and active collaboration.
12. Coordinates crisis intervention strategies with counseling and student development colleagues.

Additional Responsibilities:
1. Coordinates design of programs to meet the needs of the community.
2. Coordinates implementation and assessment of ministerial programs.
3. Demonstrates authentic, personable and dynamic presentation skills.
4. Be involved in areas deemed necessary by the Vice-President for Mission and Ministry.

Knowledge, Skills, and Abilities:
1. Commitment to the Catholic Faith and its traditions and Catholic Social Teaching.
2. Able to relate well with young adults as well as staff and faculty.
3. Excellent communication skills with the ability to articulate the mission of the University’s University Ministry program to internal and external audiences.
4. Ability and willingness to coordinate and participate in campus activities that occur outside of normal business hours.
5. Willing to learn the history of charism of the Congregation of Divine Providence.

Education and Experience:
1. M.A. in Theology required; Masters of Divinity preferred.
2. Experience in university ministry in higher education preferred.
3. Administrative experience at the director level or equivalent required.

Minimum Starting Rate: (Actual rate offered subject to qualifications)

Applicant Deadline: Open until filled.