



## Job Description

**Title:** Director of Campus Ministry  
**Department:** Student Life  
**Reports to:** Dean of Students  
**FLSA Status:** Exempt

### Job summary

The Director of Campus Ministry is responsible for integrating Catholicism both on and off campus, serving as a liaison to various diocesan offices and youth groups, while working in tandem with St. Gregory's University offices to promote an authentically Catholic atmosphere.

### Qualifications

- Practicing Catholic with a master's degree in theology or related field. Bachelor's Degree and experience in Youth/Young Adult Ministry will be considered
- Mature understanding of the Catholic faith tradition and ability to communicate the tradition creatively and pastorally to young adults
- Willingness to work some evenings and weekend
- Proficiency in Microsoft Office
- Completion of Safe Environment Program of the Archdiocese of Oklahoma City

### Essential Job Functions

- Oversight of a comprehensive Catholic campus ministry program that is in line with the mission and vision of St. Gregory's University and the magisterial teachings of the Catholic Church.
- Cultivates relationships with Catholic organizations and institutions to promote the mission of St. Gregory's University.
- Researches trends in Catholic higher education and culture in relation to St. Gregory's University.
- Coordinates with various university offices to promote Catholic student recruitment and retention.
- Organizes and leads evangelization visits to Catholic entities such as Catholic high schools, Catholic home school conferences, and Catholic youth gatherings.
- Evangelizes on campus as part of a collaborative ministry team.
- Formulates and oversees the budget for the campus ministry office.
- Coordinate, develop, and train the:
  - Buckley Outreach Retreat Team - Student led retreat ministry as an outreach to area parishes and high schools), and the
  - Student Leadership Initiative program – Student ministry that promotes the Catholic identity of St. Gregory's University both on and off campus
- Develop programs, retreats, road trips/mission trips/pilgrimages
- Provide spiritual growth opportunities for the student body, through the implementation of ongoing catechetical and faith formation activities.
- Coordinate student liturgies and student liturgical ministries and assist in the planning of campus wide liturgies

- Develop and implement opportunities for students to exercise the corporeal and spiritual acts of mercy.
- Maintain a pastoral presence among students, faculty and staff.

**Physical/Mental Demands Required**

Primarily sedentary work requiring the ability to lift/carry a maximum of 40 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment. Reasonable accommodations will be provided for employees with disabilities.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Last Revised:** 06/27/16