

JOB DESCRIPTION

TITLE:

Coordinator of Catholic Student Association at the University of Georgia

POSITION REPORTS TO:

Director of Campus Ministry

JOB SUMMARY:

The Coordinator helps the Director lead and direct the ministry and pastoral programs and events of Campus Ministry within the context of a Franciscan Ministry community supporting higher education. Such programs include liturgical celebrations, retreats, service programs, faith formation programs, spiritual programs, JPIC, evangelization programs, alternative spring breaks and social gatherings. As a leader in the community, the Coordinator plays an indispensable role in supporting and advancing the academic, spiritual, and vocational goals of university students, faculty, and staff.

POSITION RESPONSIBILITIES:

May include any and/or all of the following:

- Help direct the Catholic Center at UGA in achieving its mission, goals, and vision in the Franciscan tradition.
- Help with the development of the Catholic faith community on campus.
- Helps the Director with ministry activities, classes, services, retreats, and groups.
- Assists in coordinating worship and liturgical services.
- Attends Catholic Student Association organizational meetings as an advisor and liaison.
- In collaboration with the Director helps the Catholic Center's efforts of outreach and evangelization.
- Organizes and directs spiritual and faith formation programs.
- Shares informal and formal dialogue with students, faculty, staff, and parishioners.
- Assists with the training and direction of student leadership development.
- Represents the Catholic Center in the ecumenical and inter-faith religious communities.
- Participates in Ministry, University, Community and Diocesan-wide committees, events, and celebrations.
- Assists in writing the program budget.
- Assists in other non-pastoral areas as needed and able.
- Serves on committees, commissions and groups as needed and able.
- Performs other duties as assigned by the Director of the Catholic Campus Ministry.
- The Director along with the Business Manager will review the Campus Minister in writing at least annually.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Must be a faithful Catholic in good standing.
- A Master's Degree in Theology or Masters of Divinity.
- Must have a strong desire to work with young adults.
- Knowledge and understanding of the Catholic Church and Catholic theology and Franciscan values.
- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Counseling skills.
- Ability to develop a good rapport with diverse groups.
- Ability to motivate in religious areas and encourage faith sharing and community.
- Ability to nurture Christian values.
- Ability to attend to details.
- Ability to work both independently and in a team.

- Ability to perform duties with a sense of compassion, energy, openness, composure, and flexibility.
- Ability to operate a personal computer and various software programs.

OTHER:

The Campus Ministry is a full-time, salaried position. There is flexibility in determining the specific days and hours of this job. Due to the nature of campus ministry, some evening and weekend hours are a necessary.

This person should follow the guidelines of the Archdiocese of Atlanta regarding ethics and integrity in Ministry and hold an acceptability certificate for service. A police background check is required.

The Director will evaluate the Coordinator of the Catholic Student Association in writing yearly.

Other responsibilities may be assigned based on need and agreed upon with the ministry team and the Director of Campus Ministry.

Forward any inquiries or resume to:

Fr. Frank Critch,
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