Saint Michael's College

Job Description

Job Title: Assistant Director of Edmundite Campus Ministry for Community Services (MOVE)

Department: Edmundite Campus Ministry

Supervisor or Manager: Director of Edmundite Campus Ministry

Date Created: 2/28/05 Last Revised: 2/28/05 FLSA Status: E

Approved by (print name): ________________________ Signature: ___________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
• The Director is assisted in developing, promoting, and maintaining a comprehensive program dedicated to providing members of the SMC community (students, staff, faculty, administration) with a wide range of service opportunities
• A liaison between the College and local community is maintained
• A relationship is fostered between various national and international affiliations that the office encounters through the Extended Service Corps Program
• The needs of the community are identified and addressed, in collaboration with the Director, the surrounding community, agency coordinators and area colleges
• A sense of community and partnership is developed among students, staff, faculty, community agencies and volunteers

Essential Duties and Responsibilities:
• Orients, advises, trains, and supervises the student leaders/coordinators (The Core Team) of the program
• Contributes to the planning and coordination of all aspect of the Extended Service Corps Program
• Assist in the management and maintenance of program budget records and reports

Secondary Responsibilities:
• Supports goals/objectives of other Campus Ministry programs (i.e.: retreats, student programming)
• Listens, supports, advises and directs students who come to discuss spiritual, emotional and other personal issues
• Adjusts goals when needed, as the job’s goals and perspectives may change as the vision/goals of Campus Ministry/College fluctuate

Positions Supervised:
• None

Position’s Major Contacts:
• Students, staff, faculty of SMC
• Staff at non-profit agencies/outside agencies locally, domestically, and worldwide with whom we collaborate and provide service

Demonstrates Excellence in this Position:
• Expresses self and articulates beliefs well with a wonderful sense of humor and a mature view of life
• Has flexibility with schedule that conveys a dedication to service and willingness to work extra hours
• Is sensitive and non-judgmental to student needs as they’re presented, can listen well and discuss issues that may be spiritual, emotional or otherwise challenging
• Embraces opportunities for travel to domestic and international locations
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Education and Work Experience Required:
- Bachelor’s degree and previous work with non-profit organization as a volunteer or staff member
- Familiarity with undergraduate development/higher education culture
- Understanding and/or working knowledge of Catholic traditions

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Some physical effort required
- Must be able to participate in and lead an extended service trip

While performing the duties of Assistant Director of Edmundite Campus Ministry for Community Service, the employee is required to lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Flexibility to work irregular hours such as nights and weekends
- Availability and experience desirable for overnight domestic and international travel for up to 2-3 weeks

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.