Saint Michael's College
Job Description

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

Department: Edmundite Campus Ministry

Supervisor or Manager: Director of Edmundite Campus Ministry

Date Created: 07/14/05  Last Revised: 07/14/05  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:
- Service projects for approximately 2000 students, faculty and staff are developed, implemented and supervised
- The functions of campus minister and member of the campus ministry team are carried out
- The Edmundite tradition of commitment to service is actualized
- Students are recruited, motivated and trained to become program coordinators
- Program budget is developed, budget is managed, grant proposals are drafted and reports are created
- Long term fundraising strategies are developed
- A variety of campus-wide departments as well as local, national and international organizations are collaborated with
- A liaison and spokesperson exists between the college and local, national and international organizations

Essential Duties and Responsibilities:
- Develops, promotes and maintains a wide range of service opportunities for members of the SMC community
- Recruits, trains and supervises student leaders (MOVE core team)
- Manages logistical details for all aspects of service programming (i.e. transportation, problem solving)
- Collaborates with faculty, staff and outside groups (i.e. other college service programs, Campus Compact)
- Listens, supports, advises and directs students who come to discuss spiritual, emotional and other personal issues
- Generates program materials such as brochures, handbooks, newsletters, promotional handouts etc.
- Supervises 20 plus work-study students
- Manages department budget

Secondary Responsibilities:
- Supports goals/objectives of other Campus Ministry programs (i.e. retreats, student programming)
- Participates in campus wide committees such as United Way fund drive and administrative council
- Provides assistance to faculty members regarding service opportunities that are relevant to meeting their course objectives
- Assists in the development of new initiatives that include community service (i.e. service learning, honors program guidelines)
- Speaks to a variety of student groups, clubs, classes and/or residence halls in order to recruit volunteers, spread the word about MOVE events and/or to cultivate funding

Positions Supervised:
- Assistant Director of MOVE  (1)
- Work-study students (20 +/-)
- Interns (1)

Position’s Major Contacts:
- SMC students, alumni, staff and faculty
- Staff of non-profit agencies/organizations -local, domestic and worldwide
- Marginalized people living in impoverished environments
Saint Michael’s College
Job Description
Job Title: Director of Edmundite Campus Ministry for Community Services

- Members of civic organizations and church groups (i.e. Rotary Clubs)
- Parents and family members of SMC students

**Demonstrates Excellence in this Position:**
- 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
- Has an attitude of service that extends into flexibility with work schedule to accommodate job responsibilities
- Understands the operation of non-profit, human service agencies and the service-learning movement
- Appreciates and is willing to work with diverse populations
- Displays good organizational skills, works well under pressure and manages multiple tasks at the same time
- Taps into experience as a volunteer and is willing to continue in a volunteer-type position on service trips
- Embraces opportunities for travel to domestic and international locations

**Education and Work Experience Required:**
- Advanced degree or equivalent combination of education and experience
- Familiarity or working knowledge of institutions of higher education
- Previous experience as a volunteer in some kind of service capacity
- Knowledge of volunteer organizations and/or work with a non-profit organization
- 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:**

<table>
<thead>
<tr>
<th>Software</th>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td><em>x</em> working</td>
<td>Working knowledge</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Quark</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Datatel</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Internet Research</td>
<td><em>x</em> working</td>
<td>Intermediate</td>
</tr>
</tbody>
</table>

**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
  - No or very limited physical effort
  - No or very limited exposure to physical risk
Saint Michael’s College
Job Description
Job Title: Director of Edmundite Campus Ministry for Community Services

While performing the duties of Director of Edmundite Campus Ministry for Community Service, the employee is required to lift and/or move 10-25 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 for overnight travel for up to 2-3 weeks
- Responsibility for safety and supervision of students during service trips
- Ability to participate in and lead service trips and operate large capacity motor vehicles such as vans
- Willingness to participate in relevant training
- Must be knowledgeable about the Catholic religion

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.