

Saint Michael's College Job Description

Job Title: Edmundite Campus Ministry Student Engagement Coordinator

Supervisor: Director of Edmundite Campus Ministry

Department: Campus Ministry

Salary Range: \$40k-43k

Status: 40 hrs/ week (1 year program)

FLSA: Exempt

Date Created: 4/14/2026

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:

Saint Michael's College Edmundite Campus Ministry seeks to hire a student engagement coordinator for a one-year position to assist Campus Ministry staff in recruiting, engaging, supporting and maintaining students for existing programming, including but not limited to: retreats, scripture reflection, liturgical ministries, liturgy evaluation, table fellowship events, and faith sharing groups. This will be a full-time, one-year position. Work on Sundays will be an expectation, to be balanced by time off at other times during the week. The successful candidate must have a bachelor's degree, experience in student engagement, and willingness and ability to share and cultivate spirituality-based conversations.

Essential Duties and Responsibilities:

- Participate in and, when needed, lead weekly Liturgy Evaluation meetings; provide feedback on Sunday liturgies.
- Prepare and facilitate weekly Liturgy of the Word (LOW) discussions, including copying readings and guiding theological reflection.
- Coordinate and lead small-group faith discussions by scheduling facilitators, communicating logistics, and fostering student engagement.
- Serve as Mass Coordinator by preparing the altar, coordinating liturgical ministers, managing schedules and last-minute staffing needs, supporting Eucharistic ministry during Mass, and overseeing post-Mass cleanup.
- Assist with campus outreach through open house tabling, including setup/teardown and engaging prospective students about Campus Ministry programs.
- Plan and coordinate monthly Table Fellowship dinners, including scheduling, reservations, communications, RSVP tracking, and transportation logistics.
- Support Advent and Lent liturgical preparation by arranging readings, coordinating student involvement, and participating in preparation meetings.
- Help plan, organize, and lead LEAP retreats, including recruitment, team oversight, logistics coordination, faith sharing, and guiding retreat programming.
- Promote Campus Ministry liturgies and programs through age-appropriate marketing strategies, including posters, social media, emails, and direct outreach to increase student participation.

Demonstration of Excellence:

- Demonstrates knowledge of mission and culture of Saint Michael's College

- Engages with students and constituents with a high level of respect and sensitivity
- Demonstrates strong interpersonal, verbal and written communication skills
- Builds strong relationships with key stakeholders
- Demonstrates strong time management skills by effectively handling demanding workloads and prioritizing tasks
- Maintains a high degree of confidentiality, discretion, and professionalism
- Provides a high degree of technology competency

Education and Work Experience:

- Bachelor Degree required
- At least 1 year of experience working with students/peers in an educational or spiritual setting required

Knowledge, Skills and Abilities:

- High level of organizational and planning ability; detail and deadline-oriented
- Ability to research and prepare reports
- Ability to exercise discretion and independent judgement
- Ability to formulate, affect, interpret, and implement policies and operating practices affecting the College

Computer/Technology Skills Required:

- Proficient with Microsoft Office products, especially Word and PowerPoint and other applications

Licenses, Certifications and Other Requirements:

- N/A

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

While performing the duties the employee is occasionally required to lift and/or move up to 15 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.

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.