**Associate Director of University Ministries at St. Bonaventure University**

**General Job Description:** In collaboration with the Executive Director and the University Ministries Team,

- Promote and support the Catholic and Franciscan mission of the University.
- Minister to and engage students and the University community to foster and develop ongoing spiritual growth.
- Develop, lead and/or facilitate programs that foster faith formation of students, faculty and staff.
- Identify, recruit, and engage volunteers to lead and participate in liturgical and other University Ministry initiatives.
- Foster and encourage “full, conscious, and active participation” of all students, faculty and staff in liturgical celebrations of the University.

**Education:** Master’s Degree or higher: Theology, Pastoral Studies, Sacred Music, or related field.
**Experience:** 3 to 4 years administrative experience, University level, ministerial experience preferred.

**Examples of Duties:**

1) Program Leadership
   - Facilitate the development of spiritual and ministerial outreach to student athletes [D1 and Club Sports,] campus clubs, and other organizations of the University.
   - Provide leadership and direction for the Ministers in Residence; prepare the selection and evaluation of Ministers in Residence.
   - Develop and be accountable for the annual budget relevant to area ministries.

2) Coordinate Liturgy and Music
   - In cooperation with the Exec. Director and the friars of St. Bonaventure University, provide leadership for worship in accord with the liturgical season and norms of the Roman Catholic Church.
   - Provide leadership and direction for Catholic and multi-denominational prayer services (i.e. daily and weekend Masses, Holocaust Memorial, Spirit of Assisi, Lenten Services, etc.)
   - Prepare and execute policies concerning the celebration of liturgies including special services. (i.e. Mass of the Holy Spirit, Baccalaureate Mass and Francis Week.)

**Qualifications for Appointment:**

- Ability to coordinate and provide engaging faith formation experiences, discussion groups, and prayer services, grounded in a strong theological tradition, for students, faculty, staff and alumni
- Demonstrated successful pastoral experience.
- Extensive knowledge of the Catholic Church’s liturgical documents and liturgical norms.
- Demonstrated successful experience in liturgical ministries.
- Computer skills (MS Office, Finale or other music software.)
- Valid Driver’s License and clean driving record, preferred

Interested candidates should submit a cover letter, resume and three letters of reference to khogan@sbu.edu

*St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applicants must be able to pass a criminal background check, Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.*