

Part-Time Liturgy Specialist, Campus Ministry
The University of St. Thomas

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Posted May 23, 2019, set to expire Sep. 22, 2019

Job Title	Part-Time Liturgy Specialist, Campus Ministry
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	May 23, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Student Services Residential Life Administrative Support/Services
Apply Online Here	https://staffemployment-stthomas.icims.com/jobs/4117/part-time-liturgy-specialist%2c-campus-ministry/job?in_iframe=1

Apply By Email

Job Description

Part-Time Liturgy Specialist, Campus Ministry

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Part-Time Liturgy Specialist opportunity within the Office for Campus Ministry.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse,

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equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOB SUMMARY

The Part-Time manages the chapel liturgical celebrations, recruits and trains liturgical ministers.

This is a 15 hour per week position that requires evening and weekend hours.

ESSENTIAL FUNCTIONS

Manages the ritual for daily, Sunday, and special liturgies, including summer rentals. Manages the behind the scenes responsibilities to ensure the daily, Sunday, and special liturgies go as planned.

Communicates and provides direction to all parties involved in the liturgies.

Facilitates the recruitment, training, and formation of student liturgical ministers. Provides guidance to student workers, providing work direction, answering questions, and directing special projects.

Supervise the maintenance of the supplies and spaces associated with worship.

Provides for the proper seasonal decoration and environment for the chapel.

QUALIFICATIONS

Minimum Qualifications

High school diploma or the equivalent

Three years of administrative support experience

Preferred Qualifications

Bachelor's degree in theology or a related field

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Administrative support experience in liturgical practice
Knowledge of Liturgy and theology within the Roman rite, the theology of liturgical ministry and Catholic doctrine

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact