

Assistant Director for Liturgy
The University of St. Thomas

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

Job Title	Assistant Director for Liturgy
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	Associate/Assistant Director
Academic Field(s)	Student Services Residential Life Child and Social Services
Apply Online Here	https://staffemployment-stthomas.icims.com/jobs/4118/assistant-director-for-liturgy/job?in_iframe=1

Apply By Email

Job Description

Assistant Director for Liturgy

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for an Assistant Director for Liturgy 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, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic

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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.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Assistant Director of Campus Ministry for Liturgy directs and supervises the preparation of the liturgy for the University of St. Thomas, exclusive of the two seminaries. This position requires specialized knowledge of liturgical theology, liturgical music, and an ability to function in a university setting.

This is part-time, benefits eligible position of 25 hours per week.

ESSENTIAL FUNCTIONS

Direct all liturgical planning processes including planning rites and music, scheduling presiders, confessors, and other liturgical ministers, the implementation of seasonal planning, and planning for various special university liturgies.

Collaborate with various university departments regarding university liturgies and para-liturgies including the University Opening Celebration, St. Thomas Day, Dedications, Prayer in Times of Difficulty or Crisis, Graduation Mass, etc.

Direct the recruitment, training, and ongoing supervision of liturgical ministers including both liturgical ministry and music ministry work-study positions.

Supervise the Chapel Organist and Director of Music.

Ensure proper communications and advertising for all Campus Ministry sacramental and worship

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opportunities.

Serve as representative and/or liaison, as needed, to a variety of UST offices and committees to ensure Campus Ministry collaboration with and presence in the life of the University.

Participate actively, positively, and collaboratively in the Campus Ministry team including meetings, general goal setting, budgeting, and the overall work of Campus Ministry.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in liturgical studies, theology, or a related field

Five years of experience in program management

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Preferred Qualifications

Master's in Liturgical Studies or Theology with an emphasis in liturgy

This position requires specialized knowledge of the liturgy and training in church music and an ability to function in a university setting.

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



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

Contact

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