

## Regis College Position Description

Position Title: **Director, Center for Ministry and Service**  
Department: Center for Ministry and Service  
Reports To: Associate Dean of Students/Vice President of Student Affairs

Start Date: July, 2016

### **GENERAL SUMMARY:**

The Director will be responsible for the strategy, design, management, and oversight of the Center for Ministry and Service, a cornerstone of the Regis College community. Under the direct supervision of the Associate Dean of Students and the general supervision of the Vice President of Student Affairs, the Director will foster and develop the spiritual life of students, while furthering the College's mission of service to the "Dear Neighbor Without Distinction" and highlighting the rich Catholic heritage of the College.

### **ESSENTIAL JOB FUNCTIONS:**

- Develop and implement strategic direction of Center in coordination with Division of Student Affairs and college-wide strategic planning efforts.
- Conduct the ongoing assessment and evaluation of Center programs and practices, in partnership the Student Affairs' staff to address the changing needs of students, align with best practice, and meet institutional strategic goals and objectives.
- Manage the Center's operating budget to include budget forecasting and planning, disbursement of funds, and regular budget reconciliation.
- Establish and implement annual fundraising efforts in partnership with Office of Institutional Advancement to support Center programs.
- Manage and support the Center's external community outreach and partnerships with the of goal expanding interfaith and service programming, by engaging with Boston area colleges, universities, non-profit organizations, and places of worship.
- Cultivate and enhance the existing relationships with the sponsored ministries of the Congregation of the Sisters of St. Joseph of Boston and provide a welcoming presence in the spirit of the Sisters of St. Joseph.
- In partnership with internal committees and offices, i.e., the President's Office, UNITY Steering Committee, and the Mission Committee, the Director will develop and maintain the peace/meditation room as community space.
- Provide day-to-day supervision, support, and leadership for Center staff.
- Oversee pastoral care provided to students.
- Supervise the coordination of student-centered initiatives and co-curricular programming designed to incorporate spirituality and religious experience into the various dimensions of campus life.
- Supervise the development and implementation of programs and opportunities to respond to the spiritual needs of members of the Regis College community from all faith backgrounds to include campus-wide opportunities for interfaith education, dialogue, worship, and sacramental preparation.
- Supervise the coordination and growth of existing and new strategic service and community engagement initiatives, including the College's Alternative Spring Break Programs.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Actively support the mission of the College by working with students, staff and faculty to share in the core values of an institution founded by the Sisters of St. Joseph of Boston.
- Manage Center staff in the planning of Convocation, Baccalaureate, Men's and Women's Nights, and other events.
- Work in collaboration with Center and College staff on a variety of campus-wide events and programs, including, but not limited to, Orientation, Founder's Day, Heritage Day, and Commencement.
- Conduct Center staff meetings and represent the Center and the Division of Student Affairs at various meetings and committees.
- Perform other related duties as required.

### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- A Master's degree in divinity, theology, ministry, or equivalent is preferred
- Experience providing pastoral care to students
- Proven experience working with and meeting the needs of a diverse community, including minority and international students
- Ability to build coalitions and develop and maintain strong professional relationships
- Effective management, planning, budgeting, and organizational skills
- Demonstrated experience in the supervision and development of staff and student employees
- Outstanding interpersonal skills, and written and oral communication skills

*Individuals from all faith traditions are strongly encouraged to apply.*

### **SUPERVISORY RESPONSIBILITY:**

This position will carry out supervisory responsibilities in accordance with Regis College's policies and applicable laws. Directly supervises Center staff, including the Assistant Director, Catholic Chaplain, and Graduate Interns, by providing professional development, training, and mentorship, planning and directing work and evaluating job performance.

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Will require occasional evening and weekend availability
- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity

### **APPLICATION PROCESS:**

Applicants should submit a resume/CV, letter of interest, and contact information for three professional references via e-mail to [student.affairs@regiscollege.edu](mailto:student.affairs@regiscollege.edu).

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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