

POSITION: Campus Ministry Assistant, St. Paul's College

This is a term position commencing in early September or when filled, and ending on May 14, 2018, with the possibility of renewal. Applicants must be legally eligible to work in Canada.

Work schedule: 15 hours per week, with hours to be arranged with the Director of Campus Ministry. Attendance at the Sunday liturgy in Christ the King Chapel, SPC and other weekend and/or evening activities is required.

Qualifications:

EDUCATION:

- A completed or nearly-completed post-secondary degree or diploma is required.

EXPERIENCE:

- Must have a valid driver's license and access to a vehicle (parking permit provided);
- Must be familiar with the order of liturgy and sacramental-liturgical celebrations;
- Must have experience working in a pastoral and/or office environment;
- Must have experience working in a diverse environment.

SKILLS AND ABILITIES:

- Demonstrated proficiency in using Microsoft Office;
- Excellent verbal and written communication skills;
- Ability to deal effectively and tactfully with students, all levels of staff, and the public;
- Conscientious work habits with a high degree of integrity and accuracy is essential;
- Strong work ethic and willingness to take the initiative in problem solving and learning new tasks;
- Willingness to be part of a team, a positive attitude, and the ability to meet deadlines and cope with change.

Key Responsibilities:

- Support the Mission of St. Paul's College as a Catholic institution;
- Report to and assist the Director of Campus Ministry;
- Assist the Chaplain and work with Peer Campus Assistants in planning, programming and implementing campus ministry events and student activities such as retreats among others;
- Prepare and photocopy weekly Sunday Bulletins;
- Keep database up-to-date;
- Communicate with students regarding events;
- Keep the bulletin boards current;
- Involvement or presence for spiritual and/or social support of campus ministry activities (faith sharing, RCIA, Coffee Houses, etc.),
- Assist with other related duties as required.

Closing date for applications: September 7, 2017

Applications (hard copy or electronic) to be submitted to:

Rector's Office, St. Paul's College

University of Manitoba

210 - 70 Dysart Road

Winnipeg, MB R3T 2M6

Email: Bonnie.Warkentine@umanitoba.ca