

Job Posting Form

Date Posted: 2/12/19

Send resume to: Careers@nardin.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Campus Minister

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Nardin Academy Department _____

Location Address: 135 Cleveland Ave. Buffalo, NY 14222

Employer website: www.nardin.org

Brief Job Description

Nardin Academy asks all in our community to “Inspire hearts and minds to do amazing things for the world through faith, character, academic excellence, and service.” Our faculty and staff are dedicated to this mission and are committed to the study of pedagogy, motivated to work collaboratively, and committed to a self-reflective practice and professional development. The campus minister is self-motivated, self-directed, and able to manage time effectively while fulfilling curricular expectations. To plan, organize and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

Qualifications: Required Education/Experience - Please specify level of education required (eg. high school diploma, associate’s degree, bachelor’s degree etc.) & years of experience required, if applicable)

- A practicing Catholic who supports the mission of a Independent Catholic High School
- Experience working with high school-aged young women
- Ability to collaborate and communicate well
- A valid New York State driver’s license is required that satisfies both Academy and insurance company underwriting rules and regulations for driving a motor vehicle
- Bachelor's degree required. Master's degree in Theology, Divinity, or related field preferred
- A minimum of two years’ experience in Campus Ministry or related work with young adults required
- Catholic Campus Ministry Association certification or willingness to pursue certification

Desired Skills

- Able to establish and maintain cooperative and effective working relationships with others
- Able to communicate effectively orally and in writing
- Deep knowledge of and a passion for sharing the Catholic faith and Catholic social teachings;
- Demonstrate strong content knowledge as well as the ability to employ various instructional practices
- Plan for the developmental needs of the student on an individual and group level in the areas of

academic, emotional and social growth

- Execute curriculum in an appropriate manner
- Support the mission and goals of Nardin Academy
- Demonstrate a working knowledge of Google Suite, Learning Management System (LMS), PowerSchool
- Perform all other related work delegated or required to accomplish the objectives of the total academy program

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than _____