

Position Description

Graduate Student for Program for Christian Leadership

The graduate assistant for the Program for Christian Leadership works in collaboration with his/her supervisory campus minister to guide students in the planning and preparation of the *Callings* program, assists the Chaminade Scholars program in cohort selection and formation through facilitating retreats, and provides leadership for a variety of other vocation-exploration related experiences on campus. The graduate assistant helps to develop retreat models, helps mentor and teach student leaders, facilitates team meetings and directs retreats. Through these experiences, the GA empowers students to nurture faith development, create community, embrace simplicity, and to live lives of prayer and service. Due to the nature of retreat ministry, the commitment required of the GA varies from week-to-week.

I. Ministry Responsibilities and Relationships

A. Responsibilities in relation to the *Callings* program:

- *Callings* Program Implementation
 - Work with supervisory campus minister and a student team to implement *Callings*, the program for incoming first-year students (two separate sessions in July). GA will have primary oversight for program preparation, implementing the daily activities/sessions for the students, and debriefing each session in collaboration with supervisory campus minister, and *Callings* leadership team. Graduate Assistant will oversee the content of all prayer experiences.
 - Prior to academic year appointment, the newly selected GA attends at least one session (Student Leader orientation and participant program) of the summer *Callings* program, so as to meet the students and understand the mission and flow of the program.
- Plan and implement a “reunion” event for *Callings* participants in collaboration with a few student volunteers who participated in *Callings* (Fall)
- Participate in the interview and selection process for student directors and student leaders for the upcoming summer *Callings* program (Fall semester)
- Teach UDI265, Christian Leadership Development, a 1 credit-hour mini-course for the newly selected *Callings* Student Leaders (spring semester). Topics to be covered include, but are not limited to: leadership, Christian identity, vocation, theological reflection, community, service-learning, diversity, transition to college life, university mission and Catholic & Marianist traditions, etc.
- Work in collaboration with the Retreats Campus Minister select/match interested *Callings* leaders to be undergraduate student P.O.R.C.H. (faith-sharing small group) leaders. (Spring and August)

B. Responsibilities in Relation to Academic Communities

- In collaboration with supervisory campus minister and faculty /staff within the department of Teacher Education, plan and implement a vocation themed retreat or program for students majoring in education (time of year TBD)
- Facilitate retreat sessions for the sophomore Chaminade Scholars in the REL356 “Christian Traditions of Prayer” course at St. Meinrad Abbey in Indiana. Coordinate overall retreat schedule in conjunction with St. Meinrad prayer schedule (Fall)
- In collaboration with supervisor, Chaminade Scholars, and University Honors program, develop and implement the formation retreat for newly selected Chaminade Scholars with a focus on team building and identity.

- Assist University Honors Program with the selection of the cohort of Chaminade Scholars (spring).
- Teach UDI 165, a ½-credit mini-course in the Spring semester for newly selected Chaminade Scholars (Spring).

C. Relationship with Supervisor

- Meet weekly with individual supervisor to discuss goals, challenges, successes, values, and feelings centered on reflection on ministry experiences, application of academic work, and development of ministerial skills
- Engage in a collaborative style of ministry giving feedback and sharing ideas with one another.
- Participate in a mid-year and end of year self-assessment and goal-setting process with supervisor
- Suggest/initiate new possibilities based on GA's interests and perceived undergraduate student needs.

D. Participation with larger Campus Ministry team

- Be an active member of the UD Campus Ministry Team through participation in the bi-weekly Campus Ministry Team meetings and other events.
- Participate in Retreats and Faith Communities workgroup meetings.
- Participate in a Campus Ministry sub-committee.
- Channel information on campus-wide Campus Ministry activities to ministry area.
- Assist with campus-wide liturgies and other Campus Ministry events.

E. Graduate Assistant Program Activities

- Participate in the August orientation for GA's.
- Participate in monthly GA Formation experiences (workshop sessions, prayer experiences, etc.)
- Maintain regular communication with the Coordinator of Campus Ministry GA program.
- Assist in the planning of and attend August and January GA retreats.

II. Commitment to academic excellence

- Maintain a 3.0 Academic Grade point average and 6 credit hours per semester (including summer sessions).
- Maintain a relationship with an Academic Advisor.
- Be responsible and on time with studies and assignments.
- Participate in activities of Religious Studies Program.

III. Overall Learning

- Specific ways in which GAs serve at UD are replete with possibility. While there are programs and traditions that GA's continue, there is plenty of room for personality and specialized ministry styles.
- Remember that this is intended to be a time of learning; a time to try new things, to explore ministry, self, faith, etc. GA's should ask questions and seek to expose themselves to a variety of campus ministry experiences.
- GA's are half-time (20 hours/week) campus ministers. It is important to strike a balance between academics, ministry, and personal activities that maintain energy, health, and spiritual well-being. Intensity of work depends on number and type of scheduled events and programs in any given week.

Required Skills and Abilities for the Program for Christian Leadership GA:

- Must be able to articulate a theology of vocation informed by and consistent with the Catholic tradition.
- Ability to plan and coordinate retreat experiences for undergraduate students.
- Must be energetic and willing to mentor undergraduate students in areas of faith and vocation discernment.
- Ability to plan ahead, assess deadlines and associated workflow requirements, and organize and prioritize work with little supervision.
- Excellent written and oral communication skills.
- Must be able to work independently.
- Must be punctual and dependable and able to follow-up to complete long-range tasks.
- Must be thorough and accurate in reporting information and details.
- Ability to maintain confidentiality of students.
- Valid driver's license, and ability to pass University of Dayton drivers' training course so as to be able to drive university vehicles.
- Ability to collaborate within Campus Ministry as a part of the larger Campus Ministry team as well as with faculty and staff from other University departments and ministry outlets.