



Campus Ministry Student Assistant (Casual)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

We are seeking an on fire mission driven student to join our team as the Campus Ministry Student Assistant this year! The ideal candidate will be a proactive and organized individual with a passion for campus ministry and a strong ability to coordinate, plan, and execute impactful events that enrich the spiritual life of our campus community. If you're enthusiastic about fostering a sense of belonging and spiritual growth among students, we invite you to apply and help us create meaningful experiences here at St. Mary's University.

- **Passion for Campus Ministry:** We are seeking a dedicated student assistant who is passionate about campus ministry and committed to fostering a supportive spiritual community on campus.
- **Strong Organizational Skills:** The ideal candidate should possess excellent organizational abilities to efficiently plan, coordinate, and execute various campus ministry events, ensuring smooth operations and a positive experience for participants.

- **Effective Communication:** We value strong communication skills, both written and verbal, to effectively engage with students, faculty, and staff, promoting campus ministry events and maintaining open channels of communication within the ministry team.
- **Event Coordination Experience:** Previous experience in event coordination or planning is a plus. The candidate should be capable of managing logistics, budgets, and timelines for campus ministry events, from small gatherings to larger-scale events.
- **Team Player and Leadership Potential:** The role involves collaborating with other campus ministry team members, so a strong sense of teamwork is essential. Additionally, we encourage candidates who show leadership potential and a desire to grow within the ministry.

WHAT WILL YOU DO:

By fulfilling the following responsibilities working alongside St. Mary's Campus Ministry Coordinator and Chaplain of St. Mary's University, you will play a vital role in fostering a vibrant campus ministry and enhancing the spiritual and social experiences of students on campus.

- **Event Coordination:** Collaborate with the Campus Ministry team to plan and execute a diverse range of campus events, including workshops, religious services, social gatherings, and community service initiatives.
- **Event Planning:** Take the lead in organizing events by developing detailed event plans, budgets, and timelines. Coordinate logistics such as venue booking, catering, promotional materials, and equipment setup.
- **Facilitation:** Act as a charismatic and engaging host during events, ensuring attendees feel welcomed and involved. Facilitate discussions, group activities, fostering a sense of community and spiritual growth.
- **Promotion and Outreach:** Develop and implement marketing strategies to promote campus ministry events effectively. Utilize various channels, including social media, flyers, and campus bulletin boards, to increase attendance and engagement.
- **Student Engagement:** Build meaningful relationships with fellow students and encourage their participation in campus ministry activities. Listen to their needs and feedback to tailor events that resonate with the campus community.
- **Administrative Support:** Provide essential administrative support, including managing event registrations, maintaining attendance records, and assisting with financial tracking and reporting related to events and budgeting.

QUALIFICATIONS & ATTRIBUTES:

- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

This is a casual position for 8-12 hours per week. The working schedule is somewhat flexible once the student has become familiar with the methods involved.

Student Wage: \$15.38/hour

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Campus Ministry Student Assistant" by end of day on August 12th, 2023. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

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