

Villanova University's
Office of Campus Ministry
Graduate Assistant
Job Description

Our Mission:

Campus Ministry creates environments and opportunities for transformational encounters that foster greater love of self, God, neighbor, and creation.

We accompany the Villanova community, especially students, as together we all discern and develop our gifts to participate in building up prophetic communities committed to the common good and the flourishing of all.

We do all this empowered by the Spirit, and trusting in God and one another.

For those interested in applying for the [Office of Campus Ministry](#) Graduate Assistant Position, please email a resume and cover letter to the Director of the Center for Pastoral Ministry Education: John.P.Edwards@villanova.edu by March 15, 2021. The successful candidate will also be enrolled in a graduate program in CLAS, VSB, College of Engineering, or College of Nursing. Preference will be given to an incoming graduate student whose area of study utilizes applied statistics.

Areas of Responsibility

- Support Campus Ministry staff in using assessment and evaluation instruments.
- Ensure consistency of data collection on demographics across various Campus Ministry programs.
- Clean, tabulate and analyze demographic and assessment data.
- Report demographic and assessment results to the Campus Ministry Leadership Team.
- Create stylized reports for campus ministers for their various programs and for office wide use.
- Coordinate weekly Campus Ministry electronic newsletter to students.
- As a member of the Campus Ministry communications team, support the office's social media presence.

Expectations and Compensation

- Provide 12-15 hours/week of administrative work within Campus Ministry spread out over at least 3 weekdays.
- Attend monthly Campus Ministry staff meetings as necessary.
- Attend bi-weekly Communication Team meetings.
- Participate in bi-weekly one-on-one supervision meetings with the Director of the Center for Pastoral Ministry Education.
- Proficiency with Microsoft Forms,
- Graduate assistant receives tuition remission for 9 graduate credits per semester.