Mission & Ministry promotes and supports the Augustinian, Catholic mission of the University, with particular attention to the Augustinian charism and spirituality and a concern for building community that is inclusive, respects and celebrates diversity, and fosters an atmosphere that demonstrates care for our common home helping to create an environment that fosters the rich diversity expressed in faith and culture.

This position is an integral part of Mission & Ministry's dynamic reimagining of the organization of its service programs which includes the launching of the St. Thomas of Villanova Center for the Common Good. The local service program has a commitment of offering intentional, community-oriented volunteer and social justice opportunities including relationship building opportunities for first year students in their pursuit of service. This Tuition Scholar position will provide integral administrative support to the program. This position requires a flexible work schedule that includes evenings and weekend responsibilities. This position requires adaptability and the ability to work creatively in a collaborative environment.

Preferred candidates must be accepted graduate students within a two-year program who are self-starters, have a passion for their work and want to see social justice in the world.

**Areas of Responsibility**

- Work with the Service and Social Justice team in the management of student volunteer clearance paperwork and ongoing communication with Compliance Office regarding clearance status for student volunteers connected with designated local service groups.
- Coordinate Safe Environment Training for local service participants.
- Track submissions of necessary paperwork for all student volunteers within local service programs.
- Liaison with community partners.
- Assist with leader and participant meetings and events.
- Manage the service program email accounts.
- Other administrative tasks as needed.
- Requirement is to have a valid driver’s license and to become University van certified.

**Expectations and Compensation**

- Provide 20 hours/week of administrative work within Campus Ministry in exchange for 12 graduate credits per semester. Hours per week are flexible and may skew depending on high paperwork times.
- Attend staff meetings as needed.
- Participate in one-on-one supervision meetings with Supervisor.
- Willingness to take initiative and ownership over assigned responsibilities.
- Be an ambassador for Mission and Ministry in all communications whether it be through emails, talking students through the clearance process, or generally meeting students and getting to know them, kindness, patience, and compassion must lead the way.
- Participate in professional evaluation every 4 months.

Interested candidates, can email a cover letter and resume to Kate: catharine.giancatarino@villanova.edu