



Job Profile

Job Title:	Campus Ministry Assistant
Department:	Campus Ministry
Reports to:	Director of Campus Ministry
Date:	6/1/26

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/> 11-month	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Campus Ministry Assistant is an active, practicing Catholic who provides administrative support to the Campus Ministry team and department. This person plays a key support role in campus liturgies, retreats, student ministry events, community celebrations, and Christian service opportunities. In collaboration with the other members of the Campus Ministry team, the Campus Ministry Assistant is responsible for ensuring the efficient functioning of the department and providing spiritual support to the faculty, staff, students, and their families. This position is a full-time, 11-month position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Retreats:

- Provides administrative support for effective retreat operations, including creating and processing online student registrations, tracking financial aid, processing online payments, scheduling transportation, creating rosters, and facilitating parent communication.
- Creates the playlists and songbooks for the Kairos Retreat Program, coordinates retreat reunion events, and memorializes retreats with photos.

Campus Ministry:

- Attends and assists with ministry events, including family liturgies, retreats, service opportunities, and community celebrations.
- Represents and promotes the goals of Campus Ministry at family events such as Back-to-School Night, Open House, and Parent Information Nights.
- Coordinates and assists with on-campus events such as St. Francis Day.
- Supervises student interns and assists with the Big Sister program.
- Represents the department's needs at all facility meetings.



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- Provides administrative support to the department, including managing program supplies and addressing facility needs.
- Provides Campus Ministry information for various internal and external publications such as homeroom announcements and the Principal's Newsletter.
- Creates promotional materials for Campus Ministry programs.

Christian Service:

- Provides administrative support for service trips, including creating online application forms and processing applications and reports.
- Helps promote and communicate upcoming Christian Service events and opportunities.

Student Leadership:

- Draws students to responsible participation in the life, mission, and work of the Catholic faith community.
- Builds relationships with the students, evangelizing and empowering them as young disciples.
- Fosters the personal and spiritual growth of the students.
- Monitors students in the Campus Life Center; maintains the Campus Life Center reservation calendar.
- Fosters and supports an inclusive educational environment.

School-wide Liturgies and Prayer Services:

- Actively participates on the Liturgy Committee.
- Creates PowerPoint presentations for the school-wide liturgies and prayer services.
- Organizes and communicates school-wide chapel availability for rosaries, adoration, and prayer.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

High School diploma or equivalent; Bachelor's Degree in a ministry-related field preferred.

Job experience:

Experience in campus or parish ministry with high school-aged students required. Experience in an academic setting preferred. Experience in a support or administrative role required, including experience working with Google-based products, CampBrain Database, or similar database work.

Technical/Functional skills:

- Excellent pastoral skills, demonstrated care for students.



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- Ability to communicate clearly and accurately, both verbally and in writing is essential.
- Ability to exercise sound judgment, initiative, and function effectively under pressure.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- High-quality skills in drafting memoranda, correspondence, email, newsletters, and flyers.
- Ability to proofread, edit, and format documents.
- Advanced knowledge of database design and function such as: CampBrain, Schoology, and PowerSchool
- Basic knowledge in computer applications such as: Google Suite, Microsoft Office, PowerSchool, Canva, and Spotify. Adobe and Apple design and editing software a plus.
- Ability to satisfy Diocesan Safe Environment requirements, including a thorough background check.
- Ability to lift or move classroom equipment (typically 20–40 lbs).
- Capability to stand, walk, or sit for extended periods during the school day.

Other Requirements:

- Must be an active, practicing Catholic.
- May require additional hours or working a flexible schedule to accommodate weekend and night events.
- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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