



**JOB TITLE:** Director of Spiritual Life and Cultural Integration

**DEPARTMENT:** Student Life

**CAMPUS:** Portland

**SUPERVISOR:** VP of Campus Operations

**FLSA STATUS:** Exempt

## **MAJOR PURPOSE**

Provides oversight and leadership for Spiritual Life and cultural integration on campus programming. This role additionally serves as the campus pastor in Portland. This role serves as advisor for DRU (Diversity, Reconciliation, and Unity) initiatives on the Portland campus.

This position, while managed by local campus leadership, is also accountable to the corresponding University department leadership for conformity and alignment with the policies and procedures of the University.

This position is 100% on campus and in person with some remote options with supervisor approval. The position requires attendance at late-night and weekend events/programming. Additionally, this position may be required to respond to unforeseen events or urgent situations outside of regular working hours.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Life/Formation**

- Leads the campus chapel program; creates the schedule and coordinates content and technical needs
- Provides pastoral care to students, staff, and faculty
- Facilitates the completion of all chapel requirements on campus
- Teaches in chapel and small groups
- Leads initiatives and ensures pastoral care is provided for all students, faculty, and staff for the campus community
- Recruits, trains and leads the Spiritual Life/Formation student leadership team
- Chairs the Campus Chapel Committee

### **Campus Pastor/DRU**

- Provides providing care and pastoral support for students, faculty, and staff and provides pastoral leadership for students
- Guides campus efforts and creates opportunities to define, assess and promote diversity, reconciliation, and unity on initiatives on the Portland campus
- Oversees programs and serves as advisor for DRU-related initiatives, activities, facilities, and student groups
- Participates in Care Team and coordinates care efforts of students across departments
- Collaborates on creating and administering care plans

### **Leadership Development**

- Recruits, hires, trains, and supervises student interns that facilitate programs, run administrative systems, and implement effective and engaging spiritual formation, cultural integration, and discipleship programs
- Serves as an engaged professional member of the Campus Operations team, including contribution to staff meetings, shared events, and learning development initiatives

- Completes other duties as assigned

## **QUALIFICATIONS**

### **Education/Certifications**

- Master's Degree required (e.g., M.Div, Ministry, Bible/Theology, Education, Student Affairs/Student Development, Psychology, Intercultural Studies, Spiritual Formation, or Leadership)
- Ministerial licensing

### **Required Knowledge/Experience**

- Prior experience working with college students, student leadership programs, etc
- Pastoral ministry and/or spiritual formation
- 5 years of experience of leadership in a multicultural context
- 5 years of experience in local church and/or campus ministry programming and management
- Comprehensive understanding of Diversity practices (Diversity, Reconciliation, and Unity)
- Proven experience in pastoral care and ability to implement resources for practice of spiritual disciplines (prayer, liturgy, spiritual direction, etc.)

### **Skills/Abilities**

- Commitment to engage and work effectively with diverse and multi-generational populations
- Strong problem solving skills and adaptability to changing circumstances
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Exercises sound independent judgment
- Maintains confidentiality and manage confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision
- Knowledge of FERPA and Title IV programs preferred

## **WORKING ENVIRONMENT**

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

## **WORKING CONDITIONS**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

## **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 25 pounds. Specific vision

abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date