Job Description: Graduate Assistant: Campus Ministry at Canisius College

Seeking a full time Graduate Assistant for the 2019-2020 school year. Applicant will provide 25 hours per week of work to the Campus Ministry office and will gain extensive hands on higher ed and ministry experience.

Job Duties and Responsibilities

1) Supervise the Local Community Service Efforts in Campus Ministry including but not limited to:
   - Arranging sites and partnerships and maintaining existing partnerships.
   - Supervising the local service interns (undergrads).
   - Arranging drivers for local service efforts.
   - Assess programming and recommending future programs.
   - Advertising and Marketing of all programs to the student community is paramount.

2) Execute Two (2) Community Day Programs
   - Execute a “one day of service” for the entire college community to participate.
   - Maintain and develop partnerships who will arrange sites for the community.
   - Work with alumni relations, student club leaders and human resources to advertise the day and to register participants.
   - Arrange transportation for the event.
   - Supervise interns.
   - Arrange lunch for participants following the event.

3) Serve as a Winter Service Week Leader
   - Serve at one of the Winter Service Week site during the January break including driving to one of the sites (Erie, Rochester, Wheeling were sites in 2019 dates for 2020 TBA).
   - Support the student leaders in decision making especially with regard to duty of care issues.
   - Budget maintenance and financial supervision of the student leaders.
   - NYS Drivers License is required.

4) Management of Student Workers
   - Schedule and supervise the Campus Ministry work study student workers who provide general office duties for the department.

5) General Ministry Assistance
   - The Graduate Assistant may be asked to help at other campus ministry events such as: Liturgy (Sunday or weekday Mass), Retreats, International Service Immersion, RCIA, Sacramental Preparation, etc. These will be arranged on an “At-need” basis. The GA is invited to openly participate in these efforts as they are able otherwise.
- **“All hands on deck” events.** The GA will be available to assist with large scale events: Mass of the Holy Spirit, Sesquicentennial Mass, Baccalaureate Mass, Commencement, Blessing of the Brains, Ash Wednesday and Palm Sunday.

Preference given to GA Applicants with ministry and/or service programming experience. Applicants need not be Catholic to apply, but should be familiar and comfortable with the Jesuit tradition in the Catholic Church and be willing to represent that tradition to the college community.

Other duties as assigned.

**Compensation:**
Tuition: 100% tuition waiver
Meals: Anticipated $1,350.00 (year)
Stipend: $2,000.00 (year)