



CARROLL UNIVERSITY

Job Description

Position: University Chaplain and Director of Religious/Spiritual Life

Classification: Administrative Staff - Full-time

Reports to: Vice President of Student Affairs

Description: The Chaplain is appointed by the University President and serves at the pleasure of the President. The mission of the Chaplain and chaplaincy programming is to nurture individual and shared spiritual awareness and growth, build community relations on and beyond the campus, and encourage service to others, through availability to work with Carroll students and all other University constituencies.

Responsibilities:

- Plan and coordinate campus spiritual and religious life programming including weekly spiritual and religious life activities.
- Create a spiritual and religious life leadership council composed of students that work with the Chaplain in planning, coordinating and implementing activities within the religious and spiritual life program.
- Provide pastoral care to Carroll students and other members of the Carroll community.
- Build relationships between the University and the governing bodies of the Presbyterian Church (PCUSA).
- Serve as an ambassador for the University as an active participant in the work of the Presbytery of Milwaukee and by serving on local boards and committees of community organizations.
- Participate as a member of the Student Affairs staff.
- Be attentive to the religious, spiritual and ethical needs of students and be supportive of religious diversity. Provide spiritual guidance to students.
- Serve as the chair of the Spiritual Life Advisory Board.
- Be an active participant in the planning and delivery of Baccalaureate and Commencement activities.
- Participate in classroom activities as requested by faculty and engage in other University and community events to build community and connections.
- Perform liturgical services for members and friends of the University and Waukesha area communities.
- Serve as the primary preacher in the Chapel.
- Manage the Chaplain's budget and provide general oversight of the University's chapel facility.
- Seek grant support for projects and programs that benefit members of the Carroll University community and implement funded projects as appropriate.

- Maintain spiritual expression and growth; advance intellectual and professional knowledge in her/his field.
- Candidates must be willing and able to support and advance the [University mission](#).
- Other duties as assigned.

Qualifications:

Human Relations Skills

- Student-centered.
- Ability to adjust to changing work environment and to respond to changing institutional needs.
- Must possess excellent organizational, communication, and administrative skills.
- Willingness to work nights and weekends.

Education and/or Experience

- 3-5 years' experience required.
- Bachelor's Degree and Seminary Degree required.
- Ordination in the Presbyterian Church (USA).
- Experience working with college students or youth.

Job #1516-059

Please reference job #1516-059 and submit cover letter and resume to: hroffice@carrollu.edu.
Human Resources
Carroll University
100 N. East Avenue
Waukesha, WI 53186

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