



Position Description

Working Title: Assistant University Chaplain and Assistant Director of Religious Life

Last Updated: 10/29/2019

Home Department: Office of Religious Life > Office for Inclusive Excellence

Position Summary:

The Assistant University Chaplain and Assistant Director of Religious Life is part of the Office of Religious Life in the Office for Inclusive Excellence at Vanderbilt University and is a key contributor to the administrative, programmatic, and pastoral responsibilities of the office. The Assistant University Chaplain and Assistant Director of Religious Life will oversee and advise student religious life leaders and student religious life organizations; develop campus-wide programming related to inclusion, identity, and social justice and collaborative programming with campus partners; provide pastoral care and counsel to students, faculty, and postdoctoral fellows; serve as liaison to the African-American and black community at Vanderbilt and in Nashville; and participate in administration of the department. Reporting directly to the University Chaplain and Director of Religious Life, the Assistant University Chaplain and Assistant Director of Religious Life will build collaborative partnerships with offices, organizations, and groups at Vanderbilt and beyond campus in order to advance spirituality, diversity, multicultural learning, and inclusive excellence.

About the Work Unit:

The Office of Religious Life leads spiritual and religious growth opportunities for students and other Vanderbilt community members; encourages the ongoing development of interfaith literacy and dialogue; promotes reflection on ethical questions and issues of values and character; and prepares students to lead in a religiously pluralistic world.

About the Office for Inclusive Excellence:

The Office for Inclusive Excellence serves the Vanderbilt community with a strategic emphasis to promote academic success, professional and cultural education, and inclusivity and belonging among its students, faculty, and postdoctoral fellows.

Key Functions and Expected Performance:

Oversight of Religious Life Organizations

- Advise student religious life organizations in the development and implementation of organizational goals and missions.
- Attend student religious life organization meetings as needed to establish programming calendar for the academic year.
- Assist student religious life organization executive boards in the management of their organizations and execution of programming initiatives.
- Advise student religious life organizations and assist students with planning and executing major events sponsored by student religious life organizations.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.



Position Description

- Inform students in a timely manner of changes to student organization policies and procedures.
- Provide monthly budget reports with fund balances and transactions for each student organization.
- Ensure that all religious organizations and their professional representatives comply with the University's policy on solicitation and religious activities, as well as the University's policy on nondiscrimination.

Direct and Collaborative Programming

- Create collaborative programming with campus partners, especially other offices in the Office of Inclusive Excellence and relevant academic departments, regarding religion and spirituality and intersectional identities.
- Facilitate informal and formal programs and discussions that address relevant and pertinent issues centered on spirituality along with diversity, inclusion, identity, and social justice.
- Support student initiatives regarding religious and spiritual development.
- Develop and lead training events for student religious life leaders and student religious life organizations.

Pastoral Functions

- Support religious and non-religious members of the Vanderbilt campus by demonstrating openness to faith claims from all traditions.
- Hold office hours in various campus locations, in order to ensure availability and accessibility by individuals from diverse communities.
- Provide pastoral counseling including response during times of crisis and critical need. Be available for one-to-one pastoral care, group reflection exercises, and discussions on religious discernment and spiritual formation.
- Provide advocacy and support, along with other Religious Life staff and affiliate chaplains, for individuals and student groups including advising and referral, as appropriate, on religious issues and bias-related incidents.

Office Leadership and Management

- Serve as a liaison to the African-American community at Vanderbilt, including interfacing with campus groups or offices serving primarily African-American students and/or alumni.
- Build relationships with Nashville African-American community, including the Urban League, NAACP, SCLC, Northwest YMCA, the National Museum of African American Music, etc.
- Supervise Divinity School interns as appropriate, providing clear performance expectations, effective feedback, and development opportunities.
- Supervise financial management of student organization accounts and work with the Director to set department budget and management of expenses.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.



Position Description

- Help provide vision, leadership, and oversight for Religious Life at Vanderbilt.

Assessment Practices

- Support implementation of an annual assessment plan which aligns with divisional and University strategic priorities and evaluate performance of the Office of Religious Life; make data-driven decisions to inform goals and programs.
- Assess student needs and interests, as well as current trends in the fields of student development, spiritual development, and interfaith engagement to provide creative and innovative programs for students to forward the mission and strategic priorities of the Office of Religious Life and the Office of Inclusive Excellence.
- Refine, develop, assess, and report student learning outcomes for relevant office programs and functions.

Professional Obligations and Development

- Maintain membership with at least one national professional higher education chaplaincy organization.
- Foster and maintain relationships with various religious communities throughout the city of Nashville and, when possible, engage in community service activities.
- Keep aware of current social trends, movements, controversies, and directions in order to make relevant commentary and interface between matters of faith and culture.
- Embody the professional code and conduct of a religious professional by maintaining an active connection with a sending agency or body of ordination.

Divisional and University Functions

- Serve on divisional committees and working groups to enrich the experience and resources available to staff across the division.
- Participate in division wide events as needed to support colleagues and ensure these events run smoothly.
- Maintain an understanding of institutional and departmental financial policies related to areas such as travel, procurement, expense, and time reporting to ensure compliance and proper stewardship of university resources.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities.

Supervisory Relationships:

This position may have supervisory responsibility of Divinity School interns or student workers; this position reports administratively and functionally to the University Chaplain and Director of Religious Life.



Position Description

Education and Certifications:

- A Master of Divinity (MDiv) degree or equivalent degree is necessary.
- Certificate, advanced coursework, and/or academic background in the African-American and/or Black religious experience is strongly preferred.
- Successful completion of one unit of Clinical Pastoral Education (CPE) at a center accredited by the Association of Clinical Pastoral Education (ACPE) is strongly preferred.
- Ordination or equivalent recognition by a community of faith is preferred.

Experience and Skills:

- At least twelve months of relevant experience is necessary.
- Acknowledgement and acceptance of diverse views of religion and faith is necessary.
- Knowledge about and involvement with African-American and/or Black religious experience is necessary.
- Knowledge about and involvement with non-Christian African-American and/or Black religious or spiritual perspectives is strongly preferred.
- Competency working with students of different cultural, ethnic, racial, gender, and socioeconomic backgrounds is strongly preferred.
- Demonstrated experience with developing, implementing, and evaluating programs, specifically those focused on spirituality, diversity, multicultural learning, social justice, and inclusive excellence is strongly preferred.
- Demonstrated experience with completing projects from inception to implementation is strongly preferred.
- Demonstrated experience with cultivating collaborative interpersonal relationships with internal and external constituencies is strongly preferred.

Apply online: <http://bit.ly/VUchaplain>