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**Job Title:** Campus Ministry Assistant

**Department:** Campus Ministry

**Hours:** Part Time

**Reports to:** Director of Discipleship and School Chaplain

**Position Summary:**

The Campus Ministry Assistant advances the school's mission of discipleship. This evangelization takes place by mentoring students in their relationship with Jesus Christ and (through collaboration with the Chaplain and Discipleship Director) by managing the high-volume of logistical detail inherent to a vibrant campus ministry office. The ideal candidate for this position is someone who finds Faith conversations energizing and who takes pride in behind-the-scenes organizational excellence.

**Our Why:**

In forming His Apostles, Jesus engaged each one of them personally, drew them together as a small community with Himself as their mentor, and thereby empowered them to advance the Gospel. Since our school exists to raise up leaders for the Church, our model of evangelization is the same. The Campus Ministry Office provides students with opportunities to encounter Jesus on a profoundly personal level, grow in community with their peers, and take on the challenge of sharing their own faith witness. In this way, we aim to raise the next generation of saints.

**How will you make an impact at Regis?**

- **Give Witness:** Assist students in forming their identity in Christ, especially by witnessing to your own walk of Christian discipleship and helping them discern His presence in their lives.
- **Guide Students through OCIA:** Accompany non-Catholic students that are inquiring about or actively considering joining the Catholic Church, especially by connecting them with deanery or parish OCIA processes.
- **Cultivate Discipleship:** Personally mentor high school and middle school students in a life of prayer, holiness and relationship with Jesus Christ one-on-one and in small-group contexts.
- **Organize Events:** Provide opportunities for students to grow in faith by serving as the logistical anchor for a diverse ministry calendar, managing everything from the details of weekly Mass to large-scale summer events.

**These are the qualities we are looking for in a candidate:**

- **Fidelity to the Church:** Visible personal witness to Catholic discipleship; fidelity to Church teachings and morals; ability to accurately and compassionately present the Faith in an age-appropriate manner.
- **Commitment to Conversion:** An authentic “fiat” to your own ongoing story of discipleship and the ability to share how Jesus’ love has impacted you personally.
- **Skilled in Student Mentorship:** Able to relate with, encourage, and coach students in a mentoring capacity, both individually and in group settings.
- **Community-Minded:** The inclination to initiate and develop positive relationships with community members from diverse groups (i.e. students, parents, volunteers and staff members).
- **Theological Aptitude:** The ability to accurately and compassionately present Church teaching in an age-appropriate manner in the course of ministry; has a bachelor’s degree or higher (preferably but not necessarily in Catholic theology).
- **Familiarity with Youth Ministry:** Brings at least some experience with youth ministry principles and best practices.
- **Administrative Skills:** A thorough and efficient attention to the high volume of detail inherent to the position (e.g. timely response to emails, processing student registrations, calendaring events, budgeting, communicating with teachers, parents and school admin etc.).
- **High Standard of Professionalism:** A careful demonstration of reliability, discretion, and respect in interactions with others; a willingness to conform with the policies of the Diocese of La Crosse and Regis Catholic Schools; and an ability to fulfill position duties with minimal supervision.
- **Heart for Evangelization:** A deep desire for each student to encounter the person of Jesus Christ and respond to His invitation for them to “follow Him.”

### **About the School:**

Our identity lies in our name: *Regis*. Latin for “the King’s.” As an institution, we exist for the service and glory of God, specifically by extending His Kingdom into the hearts and minds of the students and families who have been entrusted to our pastoral care. Regis is a fully accredited K-12 school system, with a rich history in the Eau Claire and Altoona area.

### **How to Apply:**

If you think God may be calling you to be the Campus Ministry Assistant at Regis, please send a cover letter or e-mail and recent resume to Regis Chaplain, Father Levi Schmitt, at [lschmitt@diolclergy.org](mailto:lschmitt@diolclergy.org).