

Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-director-of-campus-ministry/>

Assistant Director of Campus Ministry

Description

[Bellarmine University](#) is a dynamic, growing university with a strong liberal arts focus in the Catholic higher education tradition and a bold vision for the future. Bellarmine has undergraduate and graduate enrollment of approximately 3,200 students and continues to add new academic programs while maintaining small class sizes and personal attention to students. Bellarmine is listed in the Princeton Review's Best 387 Colleges and is recognized as a top U.S. university in rankings published by U.S. News & World Report and Forbes. In a survey by The Princeton Review, students praised Bellarmine as a place that is "welcoming to every single person and makes an effort to include everyone." Bellarmine students, faculty and staff engage in more than 25,000 cumulative hours of service each year, in Louisville and around the nation and world.

SmartAsset ranked Louisville among the top 25 U.S. cities for best work-life balance, while workplace insights platform kununu.com named Louisville one of the top five U.S. cities for happy employees. Glassdoor recently recognized Louisville as one of the top 15 cities for jobs, based on hiring opportunity, cost of living and job satisfaction. ZipRecruiter calls Louisville a top 10 city for job seekers, thanks in part to its central location and low unemployment. Louisville is within a day's drive of two-thirds of the U.S. population.

Deeply embedded in the heart of Louisville, Bellarmine is an engaged partner expanding learning opportunities, enhancing career networks and economic growth, and advancing equity and quality of life for its neighboring communities. By connecting the campus, the community, and the curriculum through engaged scholarship and action, we enhance social and civic engagement, including faculty, staff, and student-led, asset-based initiatives.

Bellarmine is an affirmative action and equal opportunity employer and encourages applicants with diverse backgrounds to apply.

Job Description

Bellarmine University's Campus Ministry office invites applications for an Assistant Director. This is a full-time, exempt position with a hyflex in summer schedule. The position is located within the Student Affairs Division.

Responsibilities include:

1. Promote and uphold the inclusive Catholic identity of the institution, aligning its mission and vision with campus life and the broader Louisville community.
2. Foster a vibrant and welcoming Campus Ministry Office through dynamic, student-centered spiritual and interfaith outreach, leadership development, and engagement.
3. Supervise, train, and evaluate Chapel Student Workers and Spiritual Peer Mentors to create inclusive, faith-based, and spiritual wellness programming. Collaborate with the Office of Housing and Residence Life to integrate Spiritual Peer Mentors into residence halls for monthly programming and one-on-one ministry.
4. Establish and maintain relationships with community houses of worship to

Hiring organization

Bellarmine University

Job Location

Louisville, KY

Date posted

March 18, 2025

Valid through

07.18.2025

Please submit a cover letter, resume, and contact information for three professional references.

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expand worship and spiritual opportunities for students of all faiths, including on-campus Masses, ecumenical prayer meetings, and Highlands Community Ministries events.

5. Represent Campus Ministry on campus committees to foster partnerships that advance the office's mission, particularly with Student Activities Center, Counseling Center, and Center for Community Engagement.
6. Develop and implement a Campus Ministry orientation experience for first-year students. Lead campus prayers and present on spiritual wellness and interfaith cooperation, as requested.
7. Assist with event promotion, including creating marketing materials (e.g., flyers, postcards) and managing social media updates.
8. Support the director in regular assessment and reporting activities.
9. Partner with faculty members and students in the Department of Music to encourage participation and coordinate annual events such as Lessons and Carols. Oversee maintenance of chapel instruments and sound equipment, securing repairs or replacements as needed.
10. Supervise Chapel student workers and coordinate logistics for all university worship services, including Sunday and weekday Masses, Convocation Mass, Ash Wednesday, Mass of Remembrance, Baccalaureate Mass, and other special services.
11. Work closely with the Student Sacristan to deepen their understanding of liturgical preparations and ministry roles. Provide leadership opportunities in liturgy, including scheduling ministers, preparing the Universal Prayer, and overseeing collections. Maintain sacristy supplies in collaboration with the Student Sacristan.
12. Serve as a ministry presence at Sunday Masses, fostering relationships and encouraging student recruitment and participation in Chapel ministries while ensuring full volunteer staffing.
13. Other duties as assigned.

Requirements

- Master's degree in ministry, theology, college student personnel, or related degree preferred.
- A deep understanding of Catholic faith and teachings required
- At least 2 years' experience working in ministry preferred
- Experience in higher education or work advising college-aged students preferred.
- Knowledgeable and passionate about interfaith work
- Commitment to compassionately accompanying students on their spiritual journey regardless of identity
- Student-centered, innovative, and self-directed, an excellent listener and communicator with exceptional interpersonal skills
- Familiarity with Canva or marketing/design skills and social media platforms/best practices preferred.
- Familiarity with Microsoft (Excel, Word, SharePoint)

Application Instructions

Please submit a cover letter, resume, and contact information for three professional references.

Please note: Visa sponsorship is not provided for this position.

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