

St. Norbert College Job Description

Job Title:	Student Catechist Core Team Employee	Reports To:	Program Coordinator of Faith Formation		
Position Number:		Grade:		FTE:	
Division:	Mission	Date:			
Department:	SNC Parish	FLSA Status:	Non-Exempt		

General Job Summary

The Parish exists “to invite people (our priority is college students) to experience and share in the joy of the Lord.” This student position invites our college students into the missionary call to “go, make disciples” by providing formation and opportunity for student employees to evangelize and disciple other college students. Employees in this position should be practicing Catholics who strive to continually develop their relationship with Jesus Christ through prayer, a sacramental life, and fellowship with others.

Duties and Responsibilities		Estimated % of Time
1.	Receive training in evangelization, discipleship development, and catechetical formation in order to strengthen the abilities of the employee.	10%
2.	Attend weekly team meetings, during which the employee works with other members of the Student Catechist Core Team and the Program Coordinator of Faith Formation to plan upcoming programs	30%
3.	Create, advertise, and lead events for the students of St. Norbert College. These events will be focused on sharing Catholic Church teaching, providing a space for prayerful encounter with Jesus Christ, and promoting fellowship with other students of St. Norbert College. Tasks that the Student Catechist Core Team Employees will share include marketing, program organization, small group leading, and supporting existing parish events	60%

Formal Supervision Exercised Over (Includes Functional):

none

Functional Supervision Exercised Over:

none

Required Minimum Qualifications

Education

- High School Diploma.

Experience and Credentials

- A desire to grow in the areas of evangelization and discipleship
- Ability to communicate both verbally and through writing
- Is a confirmed, practicing Catholic with the desire to share Church teaching
- Is an incoming sophomore, junior, or senior of St. Norbert College

- Is in good standing with St. Norbert College

Knowledge, Skills, and Abilities

- Ability to multitask, meet specific deadlines, and prioritize tasks and assignments
- Ability to communicate verbally and in writing
- Knowledge of computer programs (Microsoft Office, Google Apps) and ability to learn upgrades and new programs as needed
- Ability to exercise good judgment and decisions in an expeditious manner
- Skilled at setting a good example for others
- Skilled at organizing events, programs, projects and seeing them through to completion

The College may consider any equivalent amount of credentials, licensures, training, or experience that provide the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Computer, phone, printer/copier, and other general office equipment.

Working Conditions

Work hours for this 3 hour a week position include one weekly team meeting during parish business hours, evening programming, and occasional work on weekends. Those working in this position also need to be able to come to campus the week before students arrive for training.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job so long as the accommodations do not impose any undue hardship.

Generally a sedentary position in a professional office environment. Lifting, carrying, pushing, and pulling no more than 10 lbs. Will need to move between the office and church building with occasional meetings in other buildings on campus.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements or duties does not exclude them from the job if work is similar, related or a logical assignment to the job.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Signature:	Kevin DeCleene	Date:	
Director of HR Signature:		Date:	