

St. Norbert College Job Description

Job Title:	Student Parish Outreach Intern	Reports To:	Parish Life Administrator		
Position Number:		Grade:		FTE:	
Division:	Mission and Student Affairs	Date:	3/30/22		
Department:	SNC Parish	FLSA Status:	Non-Exempt		

General Job Summary

The Parish exists “To invite people to experience and share in the joy of the Lord.” The Student Outreach Intern provides administrative support for the Outreach Ministry and Parish Operations, parish staff and the Pastor. This position delivers a positive and joyful experience for parish members including students, faculty, staff, alumni, the community and guests. This includes coordinating communications for Outreach and parish life and with Liturgy/Worship, Faith Formation, SNC Offices, the Abbey, and the Green Bay Diocese.

Mission: St. Norbert College Parish supports 15 outreach ministries* that respond to the needs of others both within our parish as well as locally and globally. Currently few students are involved in any of them. Thus it is the goal of this position to help increase student involvement within these ministries. Involved students would then work directly with year-round parishioners in [serving those in need](#), thus offering opportunities to put their faith into action through faith-sharing, social justice initiatives or community involvement.

Duties and Responsibilities		Estimated % of Time
1..	<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Develop and coordinate publicity initiatives to inform students about outreach ministry opportunities. 2. Serve as liaison between parish outreach ministries and student organizations on campus, such as Chiara and Frassati, residence halls requiring service hours (e.g. Michels Hall), the Sturzl and Norman Miller Centers and other appropriate student organizations such as sororities, fraternities, independents, athletic teams, etc. 3. Become familiar with all outreach ministry opportunities. 4. Meet with Parish Outreach Coordinators on a regular basis. 5. Personally assist with specific outreach ministries on a regular basis such as serving food at NEW Community Shelter, joining the parish prayer chain, etc. 6. Assist with the Outreach Ministry monthly e-newsletter by writing about and photographing outreach ministry experiences. 7. Attend to all other appropriate duties when required by parish administration or Outreach Ministry coordinators. 	90%
2.	Support of parish operations as needed including communication processes for parish life. This work can be in partnership with another student that owns parish bulletins and communication, or throughout the year there will be times this role supports all communication. Examples of communication include; eNews and ePrayer (Constant Contact), weekly bulletin, Facebook, Parish web pages.	10%

Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.

Formal Supervision Exercised Over (Includes Functional):

none

Functional Supervision Exercised Over:

none

Required Minimum Qualifications:

Education

- High School Diploma.

Experience and Credentials

- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.
- Has a minor or major in business or related field for administrative support experience.

Knowledge, Skills, and Abilities

- Ability to work with confidential information and previous experience maintaining and tracking office budgets.
- Ability to interact professionally with coworkers and customers, particularly in conflict situations.
- Ability to talk politely and resolve customer service issues.
- Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
- Ability to communicate effectively.
- Skilled in basic math computations such as addition, subtraction, multiplication, and division.
- 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 provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

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

Working Conditions

Regular work hours are set between the student and their supervisor. Academic success is the priority.

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.

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 of 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.

Statement on Diversity, Equity and Inclusion

St. Norbert College strives to be a community that is welcoming to all and affirms the sacred dignity of all by engaging in practices of inclusion. The college is committed to creating an environment that fosters learning and respect for diverse cultures, perspectives, and beliefs; the capacity to seek mutual understanding; and the ability to create a more compassionate global community.

The college supports educational experiences that challenge students, faculty, staff, and administrators to expand their awareness of factors that impede our appreciation of both the richness and complexity of diversity. Opportunities to confront, examine, and renegotiate our understanding of power, privilege and inequality as they are manifested in our society will be key to these endeavors.

Supervisor Signature:	Kevin DeCleene	Date:	3/30/2022
Director of HR Signature:		Date:	