Student Employee Job Description

Position Title: Liturgy Assistant
Date: August 2019
Department: Campus Ministry
Status: Student Employment
Reports To: Director of Campus Ministry
Salary: $9/hour (10-15 hours/week)

Primary Function: Coordinate and recruit volunteers for all-school liturgies. Provide day-of logistical support for liturgies, communion services, and prayer opportunities. Assist with music rehearsal preparation and music inventory. Serve as student host for programming throughout the year.

Principal Responsibilities
1. Assist in planning and coordination of liturgies, including Mass of the Holy Spirit, Feast of Saint Francis, Holy Days, Baccalaureate
2. Assist in scheduling and training liturgical ministers throughout academic year
3. Manage sacristy inventory, including linens and sacred elements (training provided)
4. Assist Music Minister in preparing materials for rehearsals and liturgies
5. Create publicity and marketing materials for department, including social media presence
6. Participate in weekly meetings and educational/reflection opportunities (2 per semester)
7. Act as primary student host/greeter for programs, including Coffee + Community, liturgies
8. Develop positive peer and faculty/staff relationships across departments
9. Perform other tasks as needed, including special projects and events

Qualifications
1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Motivated, independent individual who can effectively communicate with others
3. Willingness to engage in spiritual conversations and learn about liturgy and worship
4. Knowledge of Catholicism preferred, but not required

5. Ability to read music a plus; Spanish proficiency a plus

6. Must be available to work at least 10 hours per week during the semester, with the option to work during academic breaks

**Working Conditions**

General office environment

**Notes**

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.

- Performance evaluations are determined by the department. Please contact the supervisor for more information.

**Application Directions:**

- Upon review of application materials, Director of Campus Ministry will contact you for an interview

Ready to apply? Click [HERE](#) to complete your application.