

**Protestant Campus Ministry at Albany, Inc.  
Job Description and Ministry Statement  
Protestant Campus Minister**

**Faith Statement:** “We fully believe that Christ meets you where you are whether it’s by a well, up a tree or a cross and walks with you on your journey of faith—so that’s how we do our ministry as well.”  
Therefore, we are “unashamedly Christian with a heart for social justice”

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**Mission Statement:** “Bringing UAlbany students together on campus to make a difference in the world”

The Protestant Campus Ministry at Albany, Inc. is seeking a part-time Campus minister (30 hours per week during the academic year, 5 hours per week during breaks and summer.) The work schedule will follow the UAlbany academic calendar. This minister works with students wherever they are in their faith journey to conduct ministry and mission on campus. The ideal candidate is collaborative in style and able to perform administrative duties, including grant applications and budgeting.

**Requirements:** This individual must be in good standing with their denomination; ordination is preferred, but not required. The Campus Minister must relate to a diverse student population and a wide spectrum of congregational partners and friends of the ministry. The ministry welcomes all forms of diversity. The ministry is divided into three primary areas, so the candidate must have gifts in mentorship, connection and fundraising to be considered for the position. It is also essential that this individual is able maintain good boundaries, be collaborative in their leadership style and have the following technical skills or be able to quickly learn them: Microsoft Office (Word, Excel, Power Point, Outlook, and Teams); Zoom; Google Forms, Google Sites and Google Drives; Social Media (Facebook, Instagram, Group Me), and Quicken Financial Software.

**Mentoring:** This individual supervises the Peer Ministry Staff consisting of 8-10 students. This supervision will include the following student-planned events: weekly check-ins, working directly with students to plan Sunday evening worship, Food and Faith, Java and Justice, Bible Study, Community Service, Social Events, etc. Additionally, this individual should monitor participation at all events, send out weekly emails and be able to greet anyone who might walk into the ministry’s door.

**Connecting:** This individual promotes connectivity by 1) enabling students to connect with each other in meaningful ways, 2) connecting students to the wider faith community via our Congregational Partners Program (i.e. Food & Faith, Bake Sales, Annual Week-Long Service Trip in January, etc.), 3) connecting to the UAlbany Administration through attendance at Student Affairs Meeting and working in collaboration with the Intercultural Student Engagement Office (i.e. orientation, commencement weekend, etc.), and 4) connecting to other faith groups via the other chaplains and Interfaith Student Group. This individual oversees the Music Director and Peer Ministers to plan and implement programs. The Protestant Campus Minister shall collaborate with the Protestant Campus Ministry Board at monthly Board Meetings.

**Fiduciary:** This individual oversees all funding including 1) grant applications and reporting to judicatories (PCUSA, UCC, ELCA, CACC), 2) seeking congregational support, 3) sending out the annual appeal (spring), and 4) working with the board to plan and implement the fall fundraiser. This individual works with the treasurer to cut checks at the end of the month. They work with the student treasurer to oversee the Student Association Budget, which includes submitting reimbursement requests.

**Compensation Package:** Salary Range: \$40,000 - \$50,000 depending on experience. \$800 Education Reimbursement; \$1000 Mileage and Meals; Social Security Reimbursement; Employer Contribution to Pension (12%)

### **Links to Learn More About UAlbany**

UAlbany is #1 for social mobility -

[https://www.google.com/search?q=ualbany+%23+1+social+mobility&rlz=1C1GCEA\\_enUS905US905&oq=ualbany+%23+1+social+mobility&aqs=chrome..69i57j33i160l2j33i299.9719j0j7&sourceid=chrome&ie=UTF-8](https://www.google.com/search?q=ualbany+%23+1+social+mobility&rlz=1C1GCEA_enUS905US905&oq=ualbany+%23+1+social+mobility&aqs=chrome..69i57j33i160l2j33i299.9719j0j7&sourceid=chrome&ie=UTF-8)

UAlbany is a national leader in promoting racial equity- <https://www.albany.edu/diversity-and-inclusion/news/2020-ualbany-highlighted-national-leader-advancing-racial-equity>

Demographic breakdown of UAlbany students: <https://www.albany.edu/about>

**Send Resume/Profile to [uacornerstone@gmail.com](mailto:uacornerstone@gmail.com) or mail to Protestant Campus Ministry, University at Albany – CC346, 1400 Washington Avenue, Albany NY 12222**

### **Estimated Schedule**

**Resume Deadline: June 12, 2024**

**Round 1 Interviews: Week of June 24**

**Round 2 Interviews: Week of July 8**

**Start Date, August 1, 2024**