Assistant Chaplain (Office of Chaplain & Religious Life) – Southern Methodist University, Dallas, TX

**Salary:**
Salary commensurate with experience & qualifications.

**Job Summary:**
Southern Methodist University (SMU) is seeking an Assistant Chaplain, as part of the University's Office of Chaplain & Religious Life. The Assistant Chaplain provides religious, spiritual and moral leadership to the university community. This position provides program administration to achieve the goals of creating an inclusive community that celebrates intellectual curiosity about religion and spirituality, nourishes ethical decision-making, cultivates deep spiritual exploration and supports faithful living in the world. The Assistant Chaplain collaborates with campus colleagues to provide pastoral care, spiritual growth and social justice education to all students.

This position provides primary oversight for Protestant Christian Worship, Campus Ministry Council, and Peer Chaplains. Oversees campus ministers and may supervise and mentor Chaplaincy Interns. As is appropriate to each area of responsibility, this position develops leadership & works collaboratively with students and colleagues to define goals and policies, and implement programs that strengthen the religious life of students and the University.

**Essential Functions:**
- Worship planning, preaching and teaching
- Program development oversight and support
- Pastoral care – provides mentoring and pastoral care
- Administration and management – may serve on division and university committees and/or serve as a departmental liaison to assigned offices, units and schools
- Crisis response – responds to campus crisis, plans and leads vigils and memorial services

**Education and Experience:**
Master’s degree is required; field of study for degree in Religion, Theology, Education, or related field.

A minimum of one year of experience is required in program development, preaching/teaching, relationship building or pastoral care. Three years’ experience is preferred.

One unit of Clinical Pastoral Education or equivalent, is required. Ordination or Endorsement is preferred.

Supervisory experience is a plus.

Proficiency with Microsoft Office (Word, Excel, and PowerPoint) is required.

**Knowledge, Skills and Abilities:**
Must have high-level interpersonal skills with the ability to build effective relationships and inclusion among various constituencies.
Must have a desire and commitment to mentor students and support students in integrating their intellectual and spiritual life.
Candidate must have excellent listening, verbal, and written communication skills.

Must possess the ability to handle crisis situations calmly and provide appropriate level of support. Candidate must be able to handle sensitive information with complete confidentiality and professionalism.

Candidate must have well developed organizational skills that include effective planning, time management, and the ability to handle multiple tasks/projects.

Must be accurate and detail oriented, including financial responsibility, recommend of budgetary funds and monitor expenditures against budget.

This position will require some evening and weekend work.

**Physical/Environmental Demands:**
- Reach above shoulders
- Handle objects (dexterity)
- Sit for long periods of time

**To Apply:**
Please visit our website [https://www.smu.edu/BusinessFinance/HR/WorkingatSMU](https://www.smu.edu/BusinessFinance/HR/WorkingatSMU) to access the online application. See Working at SMU. Click on Staff Career Opportunities and apply to: **Assistant Chaplain (Office of Chaplain & Religious Life) (STU00000056)**

SMU will not discriminate in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondiscrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu.