

Carleton College Non-Exempt Position Description

Job Title: Chaplain's Office Coordinator
Reports To (Title): College Chaplain
Department: Office of the Chaplain
Division: Office of the President
Revision Date: May 2021

Position Overview:

The Chaplain's Office Coordinator carries out the work of the Chaplain's Office on and off campus. The person in this role is responsible for providing clerical, administrative, and project support. The office coordinator is often the first point of contact with the Chaplain's Office. Their work involves extensive personal contact with others and/or can be of a personal or confidential nature. Must be sensitive to and respectful of the many forms of religion and spirituality represented on campus, as well as other identities. The best qualified candidates will have advanced level of Microsoft Word and Excel experience. They must have experience managing several projects simultaneously. They must also have experience and aptitude managing an office budget and basic accounting skills. They must demonstrate good interpersonal skills; and significant level of trust and diplomacy, in addition to normal courtesy and tact.

This is a full-time position, working 10 months per year (.83 FTE), Grade 8.

Essential Job Functions/Responsibilities:

- Assist in training and supervising student workers. Help to supervise student Chaplain's Associates (CAs), including managing their timecards.
- Keep student records on religious preference.
- Work with student religious groups and local religious communities to provide opportunities for worship and fellowship for students.
- Work with students, faculty, staff and their families in crisis situations.
- Administer budgets for the Chaplain's Office, including the office budget and all endowed funds. Reconcile expenditures to budgets and monitor spending.
- Assist in coordinating and organizing various programs, events and services for the Office of the Chaplain.
- Help to plan and serve at memorial services and gatherings during a crisis.
- Coordinate, plan and manage booking facilities, meals catering, travel arrangements for Chapel programs.
- Manage room reservations for all rooms in the Chapel during the academic year.
- Draft correspondence, programs, publicity, announcements, invitations and other publications.
- Create and manage content for Chapel web pages and social media.
- Purchase supplies, maintain the office credit cards, maintain accurate files, distribute mail.
- Represent the office at meetings, programs, and other functions.
- Coordinate and manage all requests for repairs and services for all rooms of the Chapel.

Describe Supervision Received and Exercised:

Reports to the College Chaplain.

Helps to supervise the student Chaplain's Associates.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Education/Experience/Skills/Qualifications (supported by job duties):

Required:

An Associate degree and two years of experience providing administrative support in a similar organization.

OR

High school diploma or GED and four years of experience providing administrative support in a similar organization.

In addition to meeting one of the following are highly desired skills and experience:

- Previous work at Carleton or a similar institution is desirable.
- Experience with Zoom, Google Suite, Dropbox
- Experience managing several projects and keeping stakeholders informed
- Experience managing an office and being the first point of contact
- Budget management experience