



Lay Religious Advisor and Program Coordinator Office for Religious and Spiritual Life (ORSL)

Summary

The Lay Religious Advisor is also a Program Coordinator within the Office for Religious and Spiritual Life and works directly with the Director for Religious and Spiritual Life. The Lay Religious Advisor will support Occidental College's Catholic students, faculty, staff and administrators and participate in interfaith program planning. This is a part time position for approximately 15 hours/week beginning August 2021 through May 2022.

ORSL's mission is to support Occidental students, faculty, and staff in their pursuit of a meaningful religious and spiritual life while engaging religious pluralism with a commitment to mutual respect, awareness, and dialogue. ORSL encourages students to consider how their spiritual development intersects with their intellectual growth and to engage life's big questions concerning truth, morality, religious belief, and social justice.

Essential Functions

- Counsel students on religious, spiritual, ethical, social justice, interfaith cooperation, as well as vocational matters. This includes engaging in an extensive outreach campaign to identify Catholic students.
- Provide guidance to students leading Occidental College's Newman Catholic Community as they implement programs to help students grow intellectually, religiously, spiritually, and culturally.
- Collaborate with the Newman Center priest to ensure weekly Masses are offered on campus and provide services on holy days as appropriate.
- Work in consultation with the Newman Center priest to offer community building and educational events, student leadership development opportunities, spirituality retreats and other events to support student religious, spiritual and vocational growth.
- Provide a Catholic presence for students, staff, and faculty at interfaith events on campus such as the annual Interfaith Thanksgiving Lunch and Interfaith Baccalaureate Service.
- Support ORSL interfaith programs and initiatives.
- Attend ORSL staff meetings and Division of Student Affairs meetings as appropriate.

Skills and Requirements

- Bachelor's degree required. Master's degree in religious education, divinity, or higher education is preferred but not required.

- Experience building meaningful Catholic communities in a campus or related environment.
- A demonstrated interest in providing educational support to Catholic undergraduate students.
- Comfort with one's Catholic self, and/or actively seeking to cultivate this part of one's identity and able to support college students as they seek to incorporate their faith into their identity.
- Ability to develop meaningful relationships with students and to help them plan activities to build religious and spiritual life on campus. This includes empowering students with the tools and resources to create innovative programs that energize religious and spiritual life on campus. It also includes the ability to analyze all aspects of the program to ensure that funds and resources are being used to maximize outcomes.
- An appreciation for and understanding of the value religious pluralism and a commitment to interfaith cooperation on campus.
- A commitment to Occidental College's Religious Life Policies which includes the following guiding principles: (1) promote the spiritual and religious growth of members of the Occidental community; (2) support the College community in its educational mission and pursuit of the highest standards of intellectual and moral excellence; (3) respect the ministries of others and the interfaith goals of the Office for Religious and Spiritual Life; and, (4) honor the religious freedom, privacy, human dignity, conscience, personal spiritual welfare, and religious traditions of all.
- Creative thinker who is open to new ideas and innovative solutions.
- Excellent oral and written communications skills.
- Proven ability to work independently as well as collaboratively on a team.
- Able to work evenings and weekends.

To apply, please email a cover letter and resume to resumes@oxy.edu.

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