

NORTHEASTERN UNIVERSITY's CENTER FOR SPIRITUALITY, DIALOGUE, and SERVICE
INVITES APPLICATIONS for the POSITIONS OF

SENIOR ASSISTANT DIRECTOR and ASSISTANT DIRECTOR

Applicants are encouraged to apply as soon as possible for one or both positions. Postings are found below and online at <https://neu.peopleadmin.com/postings/search>. Be sure to apply online, and indicate also in your cover letter if you are interested being considered for both positions. Please also send your resume, cover letter, and references to Alexander Levering Kern, Executive Director, at a.kern@neu.edu. No calls please. See www.northeastern.edu/spiritual_life for more information on the dynamic work of the Center.

POSITION ONE: <https://neu.peopleadmin.com/postings/36616>

Senior Assistant Director Center for Spirituality, Dialogue and Service at Northeastern University in Boston	
Requisition Number	STFR002322
Division/College	Student Affairs
Location	Boston Main Campus
Full-time/Part-time	Full Time
Grade	11
Posting Date	07/13/2015
Responsibilities	<p>Under the supervision of the Executive Director, the Senior Assistant Director will support the programmatic, communications, administration, and operations functions of the Center for Spirituality, Dialogue and Service.</p> <p>S/he/they will design, implement, and evaluate programming that advances the mission of the Center, Student Affairs and the University. Advancing the Center's goals, the Senior Assistant Director's overarching role is to 1) Direct the Global Citizenship Project and support students and wider community members in becoming global citizens and leaders through programs, trainings, dialogues, experiential learning, and applied research. The Sr. Assistant Director would live on campus and present 2-3 nights per week programming that educates students around the principles of Global Citizenship within the Living Learning Communities and the broader residential population. As well, this individual would become a part of the on call duty rotation. 2) Provide opportunities to explore spirituality, religious, and cultural expression through initiatives 3) Foster interfaith and intercultural appreciation and competence through supporting the signature programs of the Center for Spirituality, Dialogue and Service and on-</p>

	<p>campus residential programming; and, 4) Build partnerships with University departments, academic disciplines, and partners in the wider religious, academic, and public service communities.</p> <p>In terms of programming, the Senior Assistant Director will help lead/teach/develop/inspire program participants in a range of CSDS offerings; direct the Global Citizenship Project; work with the Executive Director in strategic and long-range planning and curriculum/program design and development; assist with signature programs and events planning, management, publicity and recruitment; train/equip student leaders, monitor assessment and evaluation of programs; and expand outreach and services to residential students. The Senior Assistant Director will manage the Center's communications strategy, website content development, ENEWS, publications, and social media sites. S/he/they will use social media for the creation and enhancement of community, in addition to promoting Center's work and events. With colleagues, s/he/they will design and implement programs for signature events, speakers, retreats and seasonal celebrations, service experiences, and interfaith/intergroup/intragroup dialogue forums, as well as advance outreach to international and other student groups. With Center staff, the Senior Assistant Director will design, develop, and partner with multicultural, and interreligious student organizations, spiritual and religious groups and Centers, Residential Life, Cultural Centers, International Student Scholar Institute, Center for Student Involvement, and faculty; work with other Student Affairs offices to promote, educate, coordinate, and encourage diversity and inclusion on campus; create and deliver educational programming (dialogues, presentations, celebrations, experiential learning opportunities, retreats) for the Northeastern community. The Senior Assistant Director will establish and maintain relationships with on/off-campus organizations and communities of common interest and scholastic commitment, developing learning opportunities and utilizing campus resources to increase knowledge of diversity and inclusion to all students developing vibrant and relevant educational programming and scholarship to support learning and the experience of diversity.</p> <p>In terms of critical operational and administrative functions, s/he/they will support the welcoming environment of the Center, extending hospitality to visitors, and aid the Executive Director in University contracting, University affairs, and collaborating with other University offices and Centers.</p> <p>This position will be called upon to provide for some of the spiritual and pastoral needs of the University Community and serve as an advisor to student organizations.</p>
<p>Qualifications</p>	<p>Masters degree(s) preferred, in Higher Education, Communications, Marketing, Theology/Religious Studies, Peace Studies, International or Intercultural Relations, or related fields. The qualified candidate will possess a minimum of 3-5 years of experience in higher education and/or related field (nonprofit/non-governmental organizations, service learning, social service agencies working with young adults, religious institutions, interfaith/multicultural organizations, etc.). The position requires excellent administrative skills; attention to detail; initiative; strategic thinking and planning skills; creative program development skills; group facilitation skills; student leadership development skills; oral, written, presentational, and interpersonal communication skills; skills in working with religiously and culturally diverse communities on and off-campus; the ability to work collaboratively with faculty, staff,</p>

administrators, students, and local and global University partners at all levels; a student-centered philosophy of education with interest in cooperative/experiential/creative pedagogies; a commitment to social justice, nonviolent conflict resolution, pluralism, and interfaith/cross-cultural understanding and cooperation. Other helpful skills include website content development and management; social media outreach skills, budget management, community development, mediation/negotiation/conflict resolution skills; and the ability to effectively supervise students and volunteers. The appropriate candidate may help provide pastoral services/chaplaincy functions to one or more student communities.

POSITION TWO:

<https://neu.peopleadmin.com/postings/36617>

Position Title	Assistant Director Center for Spirituality, Dialogue and Service at Northeastern University in Boston
Requisition Number	STFR002323
Division/College	Student Affairs
Location	Boston Main Campus
Full-time/Part-time	Full Time
Grade	10
Posting Date	07/13/2015
Responsibilities	<p>Under the supervision of the Executive Director, the Assistant Director will support the administration, operations, programmatic and communications functions of the Center for Spirituality, Dialogue and Service.</p> <p>S/he/they will serve the mission of the Center, Student Affairs and the University. The Assistant Director will help advance the Center's goals to: 1) Support students in becoming global citizens and leaders, 2) Provide opportunities to explore personal spirituality and religious expression 3) Foster interfaith and intercultural appreciation and competence, 4) Offer experiences of community, wellness, and wholeness, 4) Provide opportunities for constructive action through community service and civic engagement, and 6) Build partnerships with University departments, disciplines, and partners in the wider religious, academic, and public service communities. The Assistant Director will achieve the above in three key areas: Administration/Operations, Program Management, and Communication/Community Development.</p>

The Assistant Director's primary role and responsibility will be in Administration, focusing at the strategic planning level and managing growth and sustainability, while ensuring that tactical operations tasks are accomplished. S/he/they will support strategic long-range planning, implementation of annual goals and objectives, research funding and development opportunities to support the Center's growth and sustainability, including exploration of a spiritual life alumni/ae network. S/he/they will manage the Center's calendar and program workflow. S/he/they will ensure that core Spirituality programs, including Sacred Seasons and Holy Days, pastoral care and counseling, and community vigils and memorials, are planned and implemented. Working with the Executive Director who oversees the budget and with other colleagues, s/he/they will assist with the annual budgeting process and oversee monthly budget and credit card reconciliation, administer contracts, and oversee relations with outside vendors. S/he will work with student groups and Spiritual Advisors to schedule the University's Sacred Space and coordinate the learning, dialogue, prayer, worship, yoga, meditation, and spiritual practice schedules. S/he will participate in the expanding the welcoming environment of the Center, extending hospitality to visitors. S/he/they will hire and supervise work-study students, including scheduling shifts and approving timesheets. S/he/they will coordinate signature events, speakers, retreats and seasonal celebrations, service experiences, and interfaith dialogue forums, as well as advance outreach to international and other student groups.

In terms of programming and communications, the Assistant Director will advance outreach and develop programming for international student groups. S/he/they will help design and coordinate interfaith and intergroup community service/civic engagement programs as part of the University's work with the White House Interfaith Cooperation and Community Service Challenge. As needed, s/he will serve as an advisor to student organizations – especially from religious, spiritual, and philosophical traditions outside the Abrahamic faiths. S/he/they will support the Northeastern University Interfaith Council (NUIC). Working with CSDS' Executive Director, Sr. Assistant Director, and Spiritual Advisors, s/he will assist with the coordination of leadership retreats, seasonal celebrations, and intergroup/intragroup /interfaith dialogue programs. The Assistant Director will help mentor/lead/teach/inspire program participants, coordinate events planning, publicity and recruitment, train/equip student leaders, and monitor assessment and evaluation of CSDS programs. S/he will assist the Senior Assistant Director in the Center's communications strategy, ENEWS, publications, and social media sites. The appropriate candidate will likely be

	called upon to provide for some of the spiritual and pastoral needs of the University Community, and serve as a mentor to students.
Qualifications	<p>Masters degree(s) preferred, in Higher Education, International Affairs, Theology/Religious Studies, Peace Studies, International or Intercultural Relations, or related fields. The qualified candidate will possess a minimum of 3-5 years of experience in higher education and/or related field (nonprofit/non-governmental organizations, service learning, social service agencies working with young adults, religious institutions, interfaith/multicultural organizations, etc.). The position requires excellent administrative skills; attention to detail; initiative; strategic thinking and planning skills; creative program development skills; group facilitation skills; student leadership development skills; oral, written, presentational, and interpersonal communication skills; skills in working with religiously and culturally diverse communities on and off-campus; the ability to work collaboratively with faculty, staff, administrators, students, and local and global University partners at all levels; a student-centered philosophy of education with interest in cooperative/experiential/creative pedagogies; a commitment to nonviolent conflict resolution, pluralism, and interfaith/cross-cultural understanding and cooperation. Other helpful skills include: social media outreach skills, budget management, community development, mediation/negotiation/conflict resolution skills, development research, and the ability to effectively supervise students and volunteers. The appropriate candidate may help provide pastoral services/chaplaincy functions to one or more student communities.</p>