

**Job Posting for the 2021-22 Academic Year:  
Director of Campus Ministry**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 400 students with a strong diverse student population.

**School Mission:** 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.  
**Position Opening:** **Director of Campus Ministry - full time (12 months)**  
**Salary Range:** \$46,000 - \$56,000  
**Reporting Relationship:** Reports to Principal  
**Contact:** Mr. Jaycob Knazur, Principal Andrean High School  
**Email:** [jknazur@andreanhs.com](mailto:jknazur@andreanhs.com)  
**Phone:** 219-887-5959  
**Process:** **Application materials should be sent via email to:**  
[jknazur@andreanhs.com](mailto:jknazur@andreanhs.com)

**Application materials should include the following:**

- Cover letter and resume
- 3 Professional References
- Copy of academic transcripts

**School/Diocesan Requirements:**

- Valid driver's license;
- If applicable, the candidate will be in good standing with the current educational institution;
- Practicing Catholic preferred; and
- VIRTUS trained (safe-environment) and is subject to the Diocese of Gary's expanded background check.

**Application Deadline: Applications will be accepted until the position is filled. Preferred start date: August 1, 2022**

**Job Goal:** The Director of Campus Ministry fulfills the mission of Andrean High School by developing a vibrant and worshipping faith community that meets the needs of the Andrean family. The Director of Campus Ministry has decision-making responsibilities while having an active ministry presence in all areas of school life. This position will develop and implement programs in the areas of sacramental worship, spiritual formation of students and staff, retreats, service projects, and mission integration.

**Qualifications:**

- BA (required), MA (Preferred)
- Academic background in Theology or Religious Studies
- Possess the skills to work with and motivate, staff, clergy, volunteers, and the community at large.
- Deep understanding of and respect for the Catholic faith tradition
- Be a "self-starter" and goal-driven to initiate faith programming.
- Be organized and exhibit "follow through" on tasks and goals.

**Essential functions and duties:**

- Support and uphold the philosophy of Catholic education and the mission of Andrean High School.
- Collaborate with the Principal to plan, develop, implement, and evaluate faith formation at AHS.
- Assists with the planning of activities for Catholic Schools Week in cooperation with the Principal.
- Collaborates with diocesan schools to provide faith formation activities on campus and in partner schools and parishes.
- Plan yearly class retreats and formation for all Andrean Students: Develop, administer, and evaluate all mission and ministry programs.
- Provide pastoral support as requested by students, faculty, and staff in cooperation with our campus Chaplain.
- Organize monthly school-wide Mass: Set up, student volunteers, music, and so forth.
- Help supervise outside school hour activities and events.

**Working Conditions:**

- Working in a fast-paced environment with priorities and plans that change rapidly.
- May be required to use personal or school vehicles to drive to schools or other off-site locations.
- Traveling within and outside school to meetings and other events may be required, and travel may include overnight lodging.

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair the performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.