



Bellarmino
College Preparatory

Campus Minister

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California, invites applications for a full-time Campus Minister, beginning on/about August 1, 2024. As part of the Campus Ministry Team, the Campus Minister’s priority is to foster the spiritual development of the school community. Within the larger Partners in Mission & Ministry Team, the Campus Minister collaborates on the works of faith, justice, and belonging that give witness to the school’s Jesuit and Catholic identity. Working at Bellarmine requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Coordinate liturgies, Christian Life Communities, and prayer opportunities for students
- Organize and direct retreats, including overnight retreats
- Provide pastoral counseling and spiritual direction for students upon request
- Work in collaborative and creative partnership with the Campus Ministry Team, Partners in Mission & Ministry Team, and diverse members of the Bellarmine community
- Serve on school committees at the request of the administration
- Support the mission and philosophy of the school
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned

Minimum Qualifications/Skills:

- BA in Religious Studies, Theology, or Ministry, or previous experience in a similar role
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Ability to work effectively with adolescents and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Demonstrated commitment to cultural proficiency
- Proven innovator, self-directed with demonstrated ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously

- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- MS in Religious Studies, Theology, or Ministry
- Practicing Catholic
- Two years' experience working in a secondary school setting
- Experience working in a Catholic school or Jesuit school
- Experience working in Campus Ministry

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time and/or on a mobile device/laptop

General Information:

- This position pays according to our established faculty salary scale, available [here](#)
- This position is classified as Regular Full-Time Exempt; employees in exempt positions are expected to work as many hours as their job responsibilities require, which may include evenings and weekends
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 1st to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration

To Apply Online:

Please complete the ***Bellarmino Faculty Application Form*** located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Faculty Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

