

JOB TITLE: DIRECTOR UNIVERSITY MINISTRIES

JOB FAMILY: STUDENT SERVICES

BAND: H

FLSA: EXEMPT

JOB CODE: 10282

MAIN FUNCTION:

Provide leadership and administer operational aspects and execution of all united programs of University ministries, including Anabel Taylor Hall and Sage Chapel.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Plan, develop, and execute united programs (lectures, symposia, worship series).

Assist with, contribute to, and influence decisions concerning setting policies and procedures, planning, and organizing.

Provide information on University policies and procedures.

Develop public relations with the local and Cornell communities.

Represent department in liaison meetings.

Represent University ministry to the broader public.

Provide guidance, advice, or information for analysis.

Handle sensitive and confidential information.

Counsel faculty, staff, and students (crisis, vocational, marriage, divorce, death).

Be on call for crises intervention.

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Master's degree and 5 to 7 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing and/or receiving guidance, advice or information that must be analyzed and developed by the position.

CONTACTS WITH STUDENTS: Occasional contact dealing with matters of a highly sensitive or personal nature (e.g., personal counseling such as academic, financial, medical or psychological), or assisting in providing academic instruction.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to employees within the department.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect multiple functional areas within a department or have a limited effect on students and employees.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA