

# CONFERENCE <sup>for</sup> MERCY HIGHER EDUCATION

<b>JOB TITLE:</b> Associate Director for Mission	<b>FLSA STATUS:</b> Exempt
<b>DEPARTMENT:</b> Conference for Mercy Higher Education (CMHE)	<b>REPORTS TO:</b> Executive Director
<b>DATE:</b> 1/2023	

*The mission of the Conference for Mercy Higher Education (CMHE) is the preservation and development of the core Catholic identity and mission of Mercy higher education in accord with the spirit, mission, and heritage of the Sisters of Mercy.*

## **JOB PURPOSE**

The Associate Director for Mission supports the Executive Director in living the CMHE mission, supporting the Mercy Higher Education Covenant, and strengthening the network among the Mercy colleges/universities in the United States. The Associate Director aids in building relationships across the network and works collaboratively with the executive director to engage cohort groups, develop mission resources, and build community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in supporting ongoing initiatives regarding the accountabilities delineated in the Mercy Higher Education Covenant between CMHE and its sponsored institutions.
- Build community and interact with CMHE cohort groups including mission officers, campus ministers, chief academic officers, chief diversity officers, etc.
- Participate in mission assessment, peer review processes and site visits (mission self-study, mid-point reviews, and biennial conversations).
- Create resources for board formation and mission integration.
- Contribute to the development and production of a CMHE newsletter, which will include mission components.
- Offer mission reflections at CMHE Board meetings and other presentations as necessary.
- Develop and implement mission integration and formation programs respecting current trends in mission integration and higher education.
- Provide onboarding support to new Mercy colleagues: mission officers, presidents, board members, etc.
- Maintain mission resources and update CMHE website on an ongoing basis.
- Serve, on occasion, as the CMHE delegate on presidential search committees.
- Other duties as assigned by the Executive Director.

## **QUALIFICATIONS:**

### **Education, Competencies and Experience**

- Understanding of Catholic Social Teaching and Catholic Intellectual Tradition in higher education.
- Appreciation for the Mercy charism and a willingness to engage more deeply in Mercy.
- Terminal degree required (background in theology, spirituality, pastoral care or related discipline preferred).
- Substantial experience in Catholic higher education preferred.
- Strong technological skills including experience with Microsoft Office Suite, Zoom and other conferencing technology, and cloud-based software.

THE PRECEDING IS INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE INDIVIDUAL(S) ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF THE INDIVIDUAL(S) SO CLASSIFIED.

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- Effective written and oral communication skills.

## **WORK ENVIRONMENT**

- Remote position.
- Travel required particularly during the academic year.
- Occasional after hours and weekend work.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; speak; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.,
- The employee will be required to operate office equipment such as computers, telephones and fax machines and work with manual filing systems.
- The employee needs the ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and manuals. Ability to speak effectively with other employees, members, and supervisors.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

I have reviewed and understand the essential functions of this job description in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.