Job Description for Peer Minister
Starting Date: September 14, 2020
Ending Date: June 11, 2021

Application Deadline: Friday, May 8, 2020
Return to the Newman Center front desk

Application Closing Date: May 8, 2020

Interviews: To be announced

Description of Job: (19 hours/week)

- Attend weekly staff meetings, report on student events, act as liaison between the Student Leadership Team and the staff
- Is accessible and available to the pastor, staff, and students throughout the academic year
- Be present at all major student events
- Assist with the organization and maintaining student club status on campus.
- Assist with the organization and implementation of the Thomistic Institute on campus
- Be present prior to and at the 7:30 p.m. Sunday Mass during the academic year
- Welcome students, advertise student activities and organize social after Mass
- Coordinate the Wednesday evening 8:00 p.m. Mass and after Mass social
- With the student leadership team, provide opportunities for spiritual growth, coordinate intramural teams, organize social justice outreach programs
- Assist in the formation and execution of student retreats
- Coordinate the annual Mission Trip with Faith Formation Director
- Meet regularly with the Associate Pastor and Faith Formation Director
- Is an ex officio member of the Newman Council and attend all meetings
- Attend the annual staff retreat in May
- Attend the annual student leadership retreat in September
- Attend/plan the quarterly leadership training and support
- You will be expected to attend The Dominican Institute of Student Ministry July 30-August 3 2020
- If possible, be present for tabling over the summer
- Renew the Newman Club membership at the U of O
- Work with annual budget and develop the peer ministry budget for the following year
- Coordinate interaction between U of O student groups
- Other activities, programs are negotiable with the staff
- Maintain office hours as required

Remuneration and Benefits:
Flexible hours with office space at Newman
Hourly pay in accordance with Archdiocesan guidelines
Newman will pay peer minister’s entrance/equipment fees for student events sponsored by Newman
Newman will pay for attendance to the DISM, retreats, including travel expenses

Requirements: Practicing, faith-filled Catholic, enrolled in full- or part-time study at the University of Oregon. Active member of the St. Thomas More Newman Center community.