

Assistant Director, Religion/Spiritual Life & Education
Worcester Polytechnic Institute

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Downloaded On: Oct. 6, 2024 7:22am

Posted Oct. 4, 2024, set to expire Feb. 1, 2025

Job Title	Assistant Director, Religion/Spiritual Life & Education
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
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Job Description

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JOB TITLE

Assistant Director, Religion/Spiritual Life & Education

LOCATION

Worcester

DEPARTMENT NAME

Dean of Students

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Assistant Director for Religion/Spiritual Life & Education in the Office of Diversity, Inclusion, and Multicultural Education (ODIME) is primarily responsible for the coordination, implementation, and assessment of campus spiritual life programs and religious observations. This position shall provide leadership and oversee all aspects of the Collegiate Religious Center (CRC) and its functions, supervise the Campus Chaplains, and support student organizations of faith in engaging with the broader Worcester religious and spiritual community. This position may be called upon to consult with campus partners in relation to accommodating students with specific religious and spiritual needs or in response to campus/community crisis. This position will work collaboratively with the Director and the ODIME team to advance the mission of the ODIME to foster an inclusive campus community which respects, honors, and celebrates diversity, equity, inclusion, and belonging (DEIB) in all its dimensions. This mission is consistent with WPI's strategic plan by creating a culture of inclusion, belonging, well-being, and respect that draws diverse minds and provides the support necessary for all to thrive. The Assistant Director for Religion/Spiritual Life and Education is a staff member in the Office of Diversity, Inclusion, and Multicultural Education (ODIME) and reports directly to the Director of Multicultural Education and Community Engagement.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. Candidates with demonstrated ability to incorporate diverse perspectives and experiences in fostering a positive student and working environment for all are encouraged to apply.

This is an on-site position with potential for some hybrid work. The salary range for this position is \$55,400 - \$67,900, depending on experience.

JOB DESCRIPTION

Responsibilities:

Administration/Leadership

- Lead and oversee all aspects in the planning, coordination, execution, and assessment of the Collegiate Religious Center (CRC) programs, services, events, and functions.
- Lead and supervise the Campus Chaplains and advise and support the religious/spiritual life advisors both internal and external to the WPI community. Actively recruit and select new Campus Chaplains to serve as active partners within the Office of Diversity, Inclusion, and Multicultural Education.
- Coordinate with the ODIME team, Campus Chaplains, student organizations of faith, campus affinity groups, and local partners to organize and lead cultural and religious celebrations from various traditions along with interfaith learning experiences and practices for the campus

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- community.
- Serve on campus-wide committees that advocate for diverse populations to foster an inclusive campus community. Represent division and student needs in university and division-wide initiatives.
 - Assist in the hiring, training, and supervising of undergraduate student staff and graduate assistants as needed.
 - Under the leadership of the Director, and in coordination with campus assessment teams, conduct regular program assessments to determine the effectiveness of programs, aligning learning outcomes with student needs and develop and disseminate an annual report reviewing key initiatives, effectiveness, recommendations, and future objectives as they relate to the support of diverse student populations at WPI.
 - Maintain and update departmental databases and shared drives.

Student Success, Retention, Belonging, and Education

- Assist with the administration of the Office of Diversity, Inclusion, and Multicultural Education (ODIME), including development, implementation, and assessment of programs and support services specifically for underrepresented undergraduate and graduate students included but not limited to: Black, Indigenous, People of Color (BIPOC), African American, Latino/a/x American, Asian American, Native American (ALANA), Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual, Aromantic, Agender and Pansexual (LGBTQIA+), women, first generation college students, low-income students, international students, and students from a variety of religious backgrounds.
- Provide strategic vision, coordinate, and facilitate educational opportunities and other learning experiences which addresses issues of concern to students from diverse backgrounds in STEM and helps to raise awareness for issues impacting underrepresented students in STEM, such as lectures, workshops, and professional development seminars for both graduate and undergraduate students.

Program Management

- Collaborate with campus partners to promote and enhance ongoing community service opportunities and outreach to promote community engagement, civic action, social, climate, and economic justice, including coordination of the campus food pantry and wardrobe/career closet

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programs in collaboration with campus partners.

- Coordinate with the Campus Chaplains, student organizations of faith, and campus partners to promote small group opportunities, Bible studies, prayer groups, mindful meditation, reflection spaces, and intergroup dialogue.
- Assist in leading campus and community implementation and coordination of campus-wide events, programs, and services in celebration of all ethnic/racial affinity heritage months, religious holidays, awareness days, and commemorative days.
- Participate in campus ceremonies and celebrations including, but not limited to: Connections Pre-Orientation Program, New Student Orientation, Matriculation. Family Weekend, Homecoming, Martin Luther King Jr. Observation, and Commencement exercises.

Diversity, Equity, Inclusion, and Belonging

- Serve as a content expert, staff liaison, campus support, and advisor for the student organizations of faith with a focus on student leadership development.
- Enhance interfaith and spiritual life resources by assisting the university in identifying community resources, educational resources, online tools, training, conferences, workshops, and courses to advance both the spiritual/religious identity of students and promote cultural competency.
- Serve as the liaison between the Office of Diversity, Inclusion, and Multicultural Education and local religious houses of worship as well as Worcester community-based organizations committed to advancing social and economic justice. Develop a network of religious and spiritual life-adjacent partnerships with community agencies in collaboration with campus partners.

Holistic Well-being and Student Support

- Support campus wellness and mindfulness initiatives to promote mental health awareness and self-care. Serve as a content expert and thought partner as a representative of the WPI Wellness Coalition supporting strategic initiatives related to campus well-being.
- Serve as the liaison between the Office of Diversity, Inclusion, and Multicultural Education and the Center for Well-being (CWB), Student Development and Counseling Center (SDCC), Physical Education, Recreation and Athletics (PERA), Student Health Services (SHS), and other campus wellness support services to promote holistic well-being including: spirit, mind, and body. Attend staff meetings, programming meetings, planning meetings, and/or retreats held by the Center for Well-being and Student Development and Counseling Center.

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- Other duties as assigned.

Requirements:

- Bachelor's degree in religious studies, Theology, Psychology, Education, or a related field.
- Minimum of 2+ years' experience in higher education (or related context working with teen or young adult populations) with particular emphasis on diversity, equity, and inclusion work for diverse student populations. Relevant graduate internships/assistantships are considered as experience.
- Demonstrated ability to plan, organize, and execute events and programs.
- Experience working with diverse populations and fostering inclusive environments.
- Preferred graduate degree from an accredited program in STEM, higher education, religious studies, theology, leadership, business, social sciences, or related field. Preferred training/certification in Clinical Pastoral Education (CPE).

Please include a cover letter and a minimum of three professional references with a resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Religion-Spiritual-Life---

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About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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