**Coordinator of Communications, Operations, and Student Services**

[St. Mary’s Ecumenical Institute](http://www.stmarys.edu/ecumenical-institute/) seeks a dynamic, organized, and innovative administrator to join our division. The Coordinator of Communications, Operations, and Student Services will oversee communications, manage operations for the division, and support student success. Working under the supervision of the Dean, the successful candidate will develop, implement, and manage a dynamic, integrated communications plan; will capably administer operational logistics, manage the office, and support the Dean; and will proactively support student success. The individual must have the ability to work collegially, communicate effectively, manage multiple workflows accurately, and envision and create new solutions in a context of change and complexity.

**Position Responsibilities: (bold** is summary overview**)**

* Communications:   
  The coordinator manages the EI’s communications plan and systems;  
  develops and administers a comprehensive communications plan which includes all constituencies (both internal and external); develops, optimizes, and maintains all communications systems, both electronic (the division’s email marketing system, social media presence, website pages, etc. [but not staff email]) and physical (snailmail, bulletin boards, signage, etc.); oversees the EI’s brand identity and messaging guidelines; curates the EI’s photographs and video; assists with marketing (that is administered by the Coordinator of Recruitment and Advancement).
* Operations:   
  The coordinator administers normal operations and special events;  
  administers logistics for ongoing operations (coordinates institutional calendar; schedules security), regular events (orientation, opening week, advising week, graduation, etc.), and special events (Dunning lecture, etc.); manages the office (overseeing space and supplies for offices and lounges; directing workflow of student workers; coordinating office hours); operations liaison with other SMSU departments; oversight of expense bookkeeping; assists the Dean (with correspondence, scheduling, Board minutes, special projects).
* Student services:   
  The coordinator supports students from completed application through graduation;   
  processes admission decisions and assists students to complete program matriculation; develops and maintains robust student services to provide access (parking, name badges, student lounge, refectory availability), information (weekly e-updates, catalog, student handbook, website information, employment opportunities), and coordinates student co-curricular activity (whether student or staff initiated); maintains student files, working with the Associate Dean to monitor academic progress; conducts student and faculty exit interviews.

**Required Qualifications:**

* Master’s degree in theology or ministry (ATS accredited);
* Strong commitment to the Christian church and ecumenism;
* Strong commitment to theological students and theological education;
* Ability to work in a Roman Catholic institution;
* Demonstrated effective oral, written, and interpersonal communication skills;
* Demonstrated effective project management and analytical skills;
* Proficiency with MicrosoftOffice Professional applications, Facebook, MailChimp (or comparable email marketing platform)
* Ability to work creatively and effectively both individually and collaboratively;
* Ability to thrive in a changing work environment;
* Commitment to professional development.

**Preferred Qualifications:**

* Prior experience with budget management, supervision, student services, theological education, and/or ministry;
* Prior experience with student services in higher education;
* Expertise in desktop publishing, data analytics, video editing, and/or social media;
* Expertise in current systems (or superior alternatives), including Jenzabar, Infomaker, SurveyMonkey, WordPress, Eventbrite, Canvas;

St. Mary’s Seminary & University is an equal opportunity employer and complies with all applicable federal, state, and local non-discrimination laws.