

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Coordinator II position within the Saint Paul Seminary School of Divinity.

THE SAINT PAUL SEMINARY SCHOOL OF DIVINITY

The Saint Paul Seminary School of Divinity (SPSSOD) is operated under an affiliation agreement between the University of St. Thomas, the Saint Paul Seminary and the Archdiocese of St. Paul and Minneapolis. The vision, mission and core values are as follows:

Vision: The Church on fire with the Holy Spirit, a world transformed in Jesus Christ.

Mission: To provide integrated, Catholic formation for those called to serve as priests, deacons or lay leaders in their local Church.

Core Values:

- **Charity**—Faithful to Christ’s new commandment, we seek first the good of the other.
- **Truth**—As the human heart and mind are ordered toward truth, we seek to be honest in both deeds and words.
- **Fidelity**—We joyfully profess the Catholic faith and embrace her disciplines as authentically interpreted by the Church’s magisterium.
- **Zeal**—We are passionate about our mission and eager to form clergy and lay leaders.
- **Authentically Human**—Grateful for creation and our humanity, we desire the fullness of life and joy.

The successful candidate will have enthusiasm for and a commitment to our vision, mission and core values.

The successful candidate will also have a strong background in and/or knowledge of the Catholic Church, with a demonstrated commitment to the mission of the Church and respect for magisterial teaching.

Hiring will be contingent upon the successful completion of the Archdiocese of Saint Paul & Minneapolis’ “E3” Requirements of Safe Environment Training (see <https://safe-environment.archspm.org/essential-3/>), including manifesting a commitment to follow the Archdiocesan Code of Conduct for Church Personnel.

JOIN OUR COMMUNITY

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. We welcome applicants that are committed to helping us build a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, work skillfully, and act wisely to advance the common good. A successful candidate will possess a commitment to the ideals of this mission.

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

- Up to 100% tuition remission for employees and dependents upon eligibility
- Up to 50% tuition remission for spouses upon eligibility
- A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
- Medical, dental, and vision options
- Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

Provides administrative support for the Director of Institutional Advancement and Institutional Advancement team.

ESSENTIAL FUNCTIONS

- Administration for Director of Institutional Advancement –
 - Plans, coordinates, and maintains calendar
 - Arranges travel and lodging, and expense reports
 - Prepares materials and arranges details for meetings including IA Committee, and other fundraising committees and administrative meetings
 - Records, distributes, and files meeting notes for individual and committee meetings
 - Prepares internal advancement reports
- Provides administrative support for Institutional Advancement Team -
 - Maintains department files for Institutional Advancement office
 - Serves as first point of contact for Institutional Advancement office
 - Orders supplies and services, monitors, and updates inventory
 - Provides administrative support and makes some thank you calls
 - Assists in updating the database with obituaries, addresses, and team's actions, etc.
- Communication -
 - Drafts and prepares communication for Director of Institutional Advancement including thank you letters and proposals to major benefactors.
- Special projects –
 - Prospect Research: Finding information on donors and compiling it into reports
 - Planned Giving: Coordinating lists, letters, and mailings
 - Data Projects: Assisting in putting together reports, data, etc.
- Donor Events –
 - Assists with preparation and hosting of Institutional Advancement and seminary events as needed, including coordination of attendees with donor stewardship initiatives.
- Other duties as assigned

QUALIFICATIONS

Minimum Qualifications

- High School diploma or the equivalent
- Three (3) years of administrative support experience
- Excellent business letter writing skills

Preferred Qualifications

- Undergraduate degree

HOW TO APPLY

All interested candidates must apply online at <https://www.stthomas.edu/jobs/>. Follow the instructions to complete an online application which includes creating or updating an applicant profile, uploading a resume, and completing a job specific application.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

Official job posting is available at www.stthomas.edu/jobs.