



Special Assistant to the President for Mission Integration

Canisius College

The Special Assistant to the President for Mission Integration will function as the Senior Mission Officer (SMO) and is responsible for leading the Canisius College community in developing and implementing an Ignatian vision for Canisius and carrying out its mission as a Catholic, Jesuit, urban university.

The Special Assistant to the President for Mission Integration is guided in this work by the *Universal Apostolic Preferences (2019-2029)* of the Society of Jesus and the *Characteristics of Jesuit Higher Education*, published by the Association of Jesuit Colleges and Universities (AJCU). The Special Assistant to the President for Mission Integration is directly responsible for organizing mission formation activities for Canisius faculty, staff, and trustees. The Special Assistant to the President for Mission Integration is also directly responsible for leading efforts to integrate the mission into the life of Canisius College.

The Special Assistant reports to the President of Canisius College and is a member of the president's senior leadership team. This position also supervises the Director of Campus Ministry and the Director of the New Buffalo Institute.

Essential Functions:

- Articulates an Ignatian vision for Canisius College and develops a strategic agenda for mission and identity grounded in that vision with measurable objectives and assessment mechanisms;
- Maintains resources, including webpages and other online sources, that assist the Canisius community in more thoroughly integrating the mission into their work;
- Develops and implements mission formation programs and activities for the Board of Trustees;
- Serves as secretary and primary liaison to the Mission and Identity Committee of the Board of Trustees and assists the chair of the committee in the development of a substantive agenda;
- Plans and leads the Canisius Colleagues Program, the college's mission formation program for faculty and staff;
- Leads the college's mission self-study based on the *Characteristics of Jesuit Higher Education*;
- Works with Human Resources to incorporate mission into hiring processes and employee orientation and onboarding activities;
- Develops and maintains a budget and is responsible for the operation of the mission office;

- Develops collaborative relationships with the Buffalo East Side community to develop initiatives aligned with community needs and the *Universal Apostolic Preferences*;
- Serves as a representative to the Diocese of Buffalo as needed and assigned by the president;
- Participates in AJCU mission related programming; and
- Performs other projects as assigned by the President.

Qualifications and Competencies:

Required

- Master's degree in theology, ministry, higher education, or related field;
- Personal commitment to the Catholic and Jesuit character of Canisius College;
- Personal commitment to continual development of multicultural competency;
- Minimum five years' experience in higher education or a faith-based institution; or a combined minimum of 7 years education and/or work experience, including a minimum of 3 years of relevant work experience.
- In depth knowledge of Ignatian spirituality and pedagogy, Catholic social teaching, and the Catholic intellectual tradition;
- Ability to think creatively and strategically about mission and to work collaboratively with diverse constituencies, including different identity groups and religious traditions; and
- Excellent interpersonal skills; strong verbal and written communication skills; strong organizational and program planning skills.

Preferred

- Experience in Jesuit higher education;
- Experience working with Trustees or other governing board;
- Supervision experience; and
- Experience coordinating and/or directing mission/spiritual formation programs.

The Office of Human Resources at Canisius College utilizes an online recruitment management system. Individuals who need reasonable accommodations under the ADA in order to participate in the search process should contact the Office of Human Resources at (716) 888-2240.

To apply, go to <https://www.canisius.edu/about-canisius/employment-canisius>. Review of applications begins immediately and will continue until the position is filled. Please include your cover letter and resume with your application.

Canisius College, a Catholic and Jesuit University, has as its foundation the fundamental values of academic excellence, leadership, faith and social justice. Canisius is committed to educating and preparing men and women to become leaders in their professions and their communities, and

in service to humanity. The college is an equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff and students.

Compensation and Benefits:

This is a full-time position. Benefits are available the first of the month after the full-time employee's date of hire and include – health, dental and vision insurance, life and long-term disability insurance, and retirement plan enrollment is available to full-time employees with contribution from College after one year. Paid holidays, vacation, personal leave and sick leave. Tuition benefits are also available for full-time employees and their qualified dependents.