

**THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER**  
**NON-RESIDENT STUDENT SUPERVISOR – ST. LAWRENCE SEMINARY**

Reports To: Academic Dean & Dean of Students  
Date: 7/08

Department: Student Programs  
FLSA: Exempt

**POSITION SUMMARY**

The Non-resident Student Supervisor position is diverse in its roles and responsibilities. Non-resident Student Supervisors are expected to serve as academic and spiritual role models to our students through exemplary conduct and behaviors. In addition, Non-resident Student Supervisors are to collaborate with faculty and staff in the execution of the St. Lawrence Seminary mission statement through diverse tasks such as implementing the policies and procedures of the St. Lawrence Seminary program, facilitating Seminary community through participation in committees and activities and acting as partners with the students' parents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ❑ Demonstrate, exemplify and support the mission of the Catholic Church throughout all professional responsibilities and activities.
- ❑ Collaborate with other departmental administrators in furthering the mission and goals of the Seminary.
- ❑ Liaison with ministry coordinators, liturgical coordinators, faculty, staff and administration in:
  - Providing environments in which students can grow and develop in spiritual and healthy ways.
  - Being a visible and engaging staff member through active participation in Seminary programs and ministry opportunities.
  - Provide adult presence and leadership to students.
- ❑ Implement the policies and procedures of the Residency Program including but not limited to:
  - The Social Skills program.
  - Maintaining the safety and security of the students and their possessions.
  - Maintaining good health, good order and appropriate discipline for the students.
  - Ensuring physical upkeep of assigned areas of responsibilities and living quarters.
  - Coordination with administration, faculty and staff.
  - Communicate both positive reports and student incident reports.
  - Planning and scheduling of student activities.
  - Cooperation with other Student Supervisors.
  - Provide feedback to the administration.
- ❑ Organize and solicit student, faculty and staff participation for on and off campus initiatives and activities.
- ❑ Others duties as assigned by Rector/President or his designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and in collaboration with others.
- Ability to successfully manage several tasks simultaneously.
- Ability to work flexible hours and weekends.
- Effective relational and public speaking skills.
- Excellent time management, problem solving, organizational, and verbal and written communication skills.
- Professional demeanor and appearance.

EDUCATION, TRAINING AND EXPERIENCE

- Completion of high school.
- Active pursuit of higher education including but not limited to the enrollment of 6 college credit hours per semester.
- Experience in multicultural and ethnic settings.

APPROVED BY:

\_\_\_\_\_  
Department Director/Date

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Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Non-resident Student Supervisor – St. Lawrence Seminary. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. This is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in the Human Resources Department will be considered the official job description.

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Employee Signature/Date