



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Assistant/Associate Chaplain

DEPARTMENT: The Office of Spiritual Life and Missions

STATUS: Full-Time (38 hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

Must be a team player and self-motivated. Possess great communication, be highly organized, experience in event planning, conflict resolution, crisis intervention and public speaking

Minimum 1-2 years of chaplaincy or pastor experience. 3-5 years preferred.

Bachelor's degree in Theology/Religion or related field and/or equivalent experience; Master's degree in Divinity/Religion/Ministry or related field preferred.

Ecclesiastical endorsement with Adventist Chaplaincy Ministries to be completed in 1-3yrs

BRIEF DESCRIPTION OF DUTIES:

Successfully plan and execute annual day of service, Agape Day.

Director of Service Learning

Plan and lead out 2 national mission trips, annually.

Lead and direct all aspects of campus-wide outreach.

Sponsor of REACH (outreach) and Ignite (Freshman Service) ministries

Serve as liaison between Oakwood University and those we serve.

Promote student and organizational excellence.



Serve as a role model and mentor for the female student population.

Assists in strategic planning and policy development.

Performs other duties as assigned formally or informally, orally or written.

SALARY: Commensurate with education and experience

POSTING DATE: 7/15/2024

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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