

Job Openings for 2008 School Year

Campus Outreach Coordinator

Job Summary: This position is responsible for planning the Newman Center's outreach activities to UWO students as well as advertising all Newman Center activities. The campus outreach coordinator will collaborate closely with the student involvement coordinator to facilitate evangelization by Newman members on campus. This position is 10 hours per week.

Successful candidate will be creative, organized, detail-oriented, and dependable. He or she will be outgoing, comfortable meeting new people, and demonstrate ability to coordinate volunteers.

Duties and Responsibilities:

- plan 3 outreach activities per semester
- Be available before and after each Mass to do outreach and answer student questions about programs
- Be creative; advertise the Newman Center name on campus in any way possible
- Be an active member of the Newman Council
- Coordinate Reeve tabling and schedule Newman Council members to staff tables
- Be the liaison to OSA representative for the Newman Center
- Design Newman Center bulletin boards
- provide material about upcoming events for weekly bulletin
- Attend weekly Newman Center staff meetings

To apply, please send resume and cover letter to Courtney Watson, director and campus minister at The Newman Center 750 Elmwood Ave. Oshkosh, WI by Friday, May 16th.