

## **Coordinator of Muslim Life**

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**SUMMARY:** The **Coordinator of Muslim Life** works closely with other spiritual life programs and departments to support Queens' commitment to welcoming all people and nurturing relationships among people of different religious world views. This person will challenge and nurture students, faculty, and staff to deepen their faith as well as their commitment to seeking justice in our world. The Coordinator of Muslim Life reports to the University Chaplain on all matters relating to the religious, faith, and spiritual life of the university. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and therefore is eligible to earn overtime pay or compensatory time off for additional hours worked.*

### **Essential Duties and Responsibilities** include:

- Provide spiritual support for the Muslim campus community as well as anyone interested in the Muslim faith.
- Coordinate Friday prayers and provide support for the observance/celebration of Muslim holy days.
- Provide guidance and mentorship to members of Queens Muslim Students Association (MSA).
- Serve as a campus resource on Islam through class visits, educational events, and consultation with administrators.
- Participate in Admissions events to connect with prospective students and their families.
- Cooperate with chaplains at other campuses to encourage interfaith dialogue, cultural exchange, and social outreach programs.

### **Non-Essential Duties:**

- Other duties and special projects may be assigned to meet department and university needs.

### **Experience, Knowledge and Skills Required:**

- 2-5 years of experience organizing programs and facilitating conversations relating to Muslim life/faith; deep understanding of the Qur'an
- Ability to demonstrate a deep faith and an open and inclusive spirit
- Experience working with college students in a university setting
- Demonstrated appreciation for the value of interfaith understanding and cooperation
- Experience guiding emerging adults in faith and moral development
- Ability to develop and implement creative, visionary programs
- Strong verbal and written communication skills
- Ability to establish and meet goals and deadlines

- Strong interpersonal skills and the ability to work collaboratively within a team environment
- Discretion in dealing with confidential information and demonstrated willingness to uphold the highest ethical standards
- Appreciative understanding of Queens' "Presbyterian and Pluralist" vision for a welcoming community that strengthens students' ability to engage across world view difference

**Compensation:**

- 8-month contract/10 hours per week
- \$25 per hour
- Meal Plan (5 meals per week in Queens' Dining Hall)

## Application Process

Qualified candidates should submit the documentation listed below via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**COOR-ML**" and **YOUR NAME** in your email Subject Line.

(**Example:** COOR-ML Shawn Mullin)

**Applications received by August 5, 2021**, will receive first consideration. Queens will continue to accept applications until the position is filled.

### About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of

race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

**Physical Requirements** *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

**Work Conditions**

- Work in worship and office environments, involving contact with students, faculty, staff, and visitors and community members.
- Work has deadlines, interruptions, and may be stressful at times.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*