



## Duke University Job Description: CHAPLAIN (Part-time)

**Internal Job Title:** Buddhist Life  
Chaplain

**Job Code:** 1671

**FLSA:** E

**Job Level:** 00

**Revised Date:**

**Job Family:** 28

### Occupational Summary

This person will serve as the spiritual leader for the Buddhist community at Duke University, providing counseling and programming through Buddhist Meditation Community at Duke, working with related student organizations, and supporting Religious Life at Duke. This position serves the University community by providing opportunities for personal religious growth and development through the many facets of spiritual leadership: prayer, counseling, workshops and studies, and opportunities to respond to human need within and beyond the University community. This person will report to the director of Religious Life.

### Work Performed

- 1) Spiritual Leadership
  - a. Provide regular programming for students through Buddhist Meditation Community.
  - b. Develop and maintain student leadership within Buddhist Meditation Community.
  - c. Offer counseling, advising, and support to students and members of Duke University.
  - d. Develop a council of students, alumni, faculty, and/or community members who will support Buddhist Life at Duke.
- 2) Organization and Administration
  - a. Maintain accurate and appropriate records, budgets, and systems of communication.
  - b. Create statistical reports in order to capture data and share helpful information about Buddhist Mediation Community.
- 3) Collaborative Programming
  - a. Support Religious Life at Duke by participating in events, meetings, and programming, in conversation with the Director of Religious Life and in collaboration with other Religious Life groups.
  - b. Serve as a resource to the University at large on matters of Buddhism in its religious and cultural diversities.
  - c. Cultivate and maintain relationships with Duke Chapel, Student Affairs, academic departments, and other university offices as well as community and alumni organizations that support the mission of Buddhist Meditation Community.

Perform other duties, as needed.

## Required Qualifications at this Level

Education/Training: Bachelor's degree required; Masters preferred. Clinical education or chaplaincy training strongly preferred.

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Experience: Two years comparable experience required. Experience in higher education, counseling, and/or chaplaincy settings strongly preferred.

Experience attending to the intersecting emotional, spiritual, situational needs of emerging adults and college-age students strongly preferred.

Experience operating within a complex, multifaceted organization preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

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Skills: N/A

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The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

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Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas-an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this

exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

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## **Essential Physical Job Functions**

Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.