



## OBLATE SCHOOL OF THEOLOGY

### JOB OPENING

- POSITION:** Project Manager
- POSITION STATUS:** Full-Time – 1<sup>st</sup> year; Part-time – 2<sup>nd</sup> & 3<sup>rd</sup> year  
(2<sup>nd</sup> & 3<sup>rd</sup> years are dependent on grant renewal)
- DEPARTMENT:** Instituto de Formación Pastoral/Pastoral  
Formation Institute
- JOB SUMMARY:** Responsible for designing and implementing a rural parish project for an entry-level adult faith formation certificate program at Oblate School of Theology; design and conduct surveys; compose and present survey results; design and create technological program resources; create Facilitator's Guide Manual and establish a Student Guide.
- QUALITIES:** Excellent communication skills - verbal and written; proficient organizational skills; computer literate in Microsoft Word, Excel, and PowerPoint; and must be fully bilingual in English and Spanish.
- EDUCATION:** Master's degree in Theology or Religious Education and experience in adult faith formation helpful.
- WORK HOURS:** 40 Hours per week (1<sup>st</sup> year) and 20 hours per week in the 2<sup>nd</sup> and 3<sup>rd</sup> year.
- SALARY RANGE:** Commensurate with experience.
- CLOSING DATE:** June 25, 2010

Please submit your resume to René Espinosa via fax at 210-341-6065 or email at [respinosa@ost.edu](mailto:respinosa@ost.edu) or fill out an application at the business office in the main campus building, Monday through Friday between 9:00 AM and 4:00 PM.