

## **Vice President for Mission and Ministry: Gloria Urrabazo**

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**Supervisory Responsibility:** Director of University Ministry, Director of the Center for Women in Church and Society

**Job Summary:** The Vice President for Mission and Ministry coordinates and executes campus-wide efforts that preserve and integrate Catholic identity and mission of Our Lady of the Lake University in academics, administration and student life. The Vice President reports to the President and serves the University community.

### **Essential Functions:**

1. Facilitate a strategic vision to promote the distinctive academic and societal mission of OLLU as a Catholic institution founded by the Congregation of Divine Providence.
2. To advance the strategic vision with relevant programs and services particularly in the framework and spirit of the model on sponsorship.
3. Manage the budget and develop a plan for new resource acquisition.
4. Collaborate with administrative, academic, and student affairs units in the promotion and implementation of special events such as Founders Day, Spirit Day and Heritage Week.
5. Represents the University to the outside community in matters relating to the Catholic identity and mission of the University.
6. Integrate an orientation component on Catholic identity and mission of the University for new and existing faculty and staff with on-going orientation efforts by University units.
7. Establish and maintain a learning resource center on Catholic identity and mission.
8. Engages in grants that are received in areas of Mission and Ministry.
9. Work with the President to maintain the integrity of the mission of all levels of the University's key operation, to promote the connection between mission and decision-making and to assist in communicating that connection the University community.

**Additional Responsibilities:** As may be assigned by the President.