Duke University • Division of Student Affairs
Position Description

Job Title: Muslim Chaplain  
Job Code/Level/Family: 1675/00/JF 28  
Department: Center for Muslim Life  
Supervisor: Assistant Vice President, Intercultural Programs  
Position Status: 1.00 FTE, Exempt  
Schedule Note: Monday-Friday 8 am-5 pm, occasional evening and weekend

Scope of Responsibilities
Serves as the spiritual leader for the Muslim community at Duke University, and provides pastoral care and counseling. Supervises religious activities of the Center for Muslim Life, and works with the Division of Student Affairs and the Religious Life staff to meet and promote the religious needs of Muslim students, staff, faculty, and families.

Duties

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<tr>
<th>Duty</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1. Provides spiritual care to Muslim students, staff, faculty and their families at Duke. Offers religious instruction, counseling, advising, and personal support. Works with various Muslim student associations to organize worship, study, and practice as well as leads and coordinates the Jummah prayer. Supervises the Center for Muslim Life staff in faith-based programming.</td>
<td>50%</td>
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<td>2. Serves as the chief advocate for the spiritual needs of Duke’s Muslim community. Works with Associate Dean for Religious Life to participate in inter-religious opportunities and to contribute to the University’s mission.</td>
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<td>3. Serves as a resource to the University at large on matters of Islam in its religious and cultural diversities. Works with Center for Muslim Life staff to support student leadership development, civic engagement, and cultural competency trainings.</td>
<td>15%</td>
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<td>4. Cultivates and maintains relationships with Student Affairs units, academic departments, and other university offices as well as community and alumni organizations that support the mission of the Center.</td>
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<td>5. Other duties as assigned.</td>
<td>10%</td>
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General Qualifications (or equivalent combination of education and experience)
- Master’s degree and extensive knowledge of Islam; ability to read and interpret spiritual resources including Quran and Hadith
- A minimum of two years of experience as a chaplain working with college age adults
- Computer literacy including MicroSoft Office and familiarity with social media for communication with students
Additional Job Specific Skills and Competencies

- Prefer training in chaplaincy, counseling, social work, or other relevant fields
- Ability to work with and meet the needs of a diverse Muslim population at Duke University
- Ability to work in an interreligious and ecumenical environment and engage with individuals from a variety of theological/ideological/spiritual perspectives
- Excellent writing, verbal and interpersonal skills as well as crisis management skills with a proven ability to work in a team environment. Outstanding organizational skills with ability to handle multiple projects/priorities and meet deadlines under pressure.