

Lead Discipleship Coordinator JOB DESCRIPTION

The Lead Discipleship Coordinators are an integral part of the Spiritual Life on AU's campus. Primary responsibilities include assisting the Director of Spiritual Formation by leading Discipleship Coordinator staff meetings, leading individual meetings with Discipleship Coordinators. It is expected that the Lead Student Coordinators are prayerfully seeking the Lord and offering encouragement and support to student staff in the Spiritual Life Department as well as the larger student body.

SELECTION CRITERIA

A. Academic

1. Class standing: Senior or Junior student during the term of employment.
2. Grade Point Average: 2.5 GPA (Sem. Or Cum.) or higher is accepted. Students must maintain a 2.5 GPA during their term of employment. Failure to meet these standards will result in Probation or the potential of immediate job termination.

B. Personal

1. Continually seeks the Lord and is growing in personal relationship with Christ.
2. The ability to balance academic work with demands of the position.
3. Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
4. Respect for the worth of individuals.
5. Exhibits leadership skills.
6. The ability to relate to a diverse spectrum of students.
7. Organized and meets deadlines in a timely manner.
8. The desire to serve others, tempered with an awareness of personal limitations.
9. Skills in establishing rapport along with the ability to relate well.
10. The desire and ability to communicate concern for others.
11. Compassion toward fellow students, staff and faculty.
11. Emotional maturity, dependability, and responsibility.
12. Humbly leading a team of peers.
13. Willingness to authentically share one's life story and experiences.

GENERAL EXPECTATIONS/RESPONSIBILITIES

A. Weekly

1. 10 hours a week devoted to Lead Coordinator Work (Staff Meetings=3 hours, Individual Meetings=2 hours, Planning=5 hours). Pay will be \$7.65 per hour.
2. Be available to the DC staff to offer guidance and encouragement should unexpected events happen on the hall or in other circumstances.

B. Bi-weekly

1. Meet with the Spiritual Life Core Team for a two hour staff meeting with the Director of Spiritual Formation.
2. Meet for individuals with the Director of Spiritual Formation.
3. Lead two hour Discipleship Coordinator staff meetings.
4. Plan agenda for staff meetings.

5. Meet with the Co-Lead DC.
 6. Make sure DC's are turning in Reflections to both Lead DCs and the Director of Spiritual Formation.
- C. Monthly
1. Attend Impact Council meetings.
 2. Meet for individuals with the Discipleship Coordinators.
- D. Semester I
1. Arrive early in August for Student Leadership Retreat and training.
 2. Lead 1-2 training sessions for the new DC's before classes begin.
 3. Other tasks as assigned.
- E. Semester II
- a. Take part in Impact Kick Off in January.
 - b. Plan a welcome back session with DC's in January.
 - c. Help with new student hiring in February.
 - d. Other tasks as assigned.