



ANDERSON UNIVERSITY

Department *of* Student Life

Campus Ministry: Student Coordinator Job Description

POSITION SUMMARY

A Campus Ministry: Student Coordinator is an integral part of the Spiritual Life on AU's campus. Primary responsibilities include assisting the Director of Spiritual Formation by identifying and recruiting students\volunteers who wish to participate in ministry opportunities that serve internal and external communities. Campus Ministry: Student Coordinators will serve as the points of contact for their assigned ministry, will coordinate Anderson University's (AU) partnership in those ministries, and will engage in the ongoing assessment of the health of AU's involvement in designated ministries.

MISSION OF STUDENT LIFE

The Department of Student Life explores paths for holistic development and helps students navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

QUALIFICATIONS

- Required: Class standing of Sophomore, Junior or Senior student during the term of employment.
- Required: Good standing, free of academic or disciplinary probation.
- Required: Must adhere to the standards outlined in the student code of conduct and possess commitment to a Christian worldview.
- Preferred: 2.5 cumulative GPA.
- Preferred: Free from chapel probation.
- Preferred: Previous experience serving in a ministry or service setting.

VALUED SKILLS AND TRAITS

- Continually seeks the Lord and is growing in personal relationship with Christ.
- The ability to balance academic work with demands of the position.
- Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
- Respect for the worth of individuals.



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- Exhibits leadership skills.
- The ability to relate to a diverse spectrum of students.
- Organized and meets deadlines in a timely manner.
- The desire to serve others, tempered with an awareness of personal limitations.
- Skills in establishing rapport along with the ability to relate well.
- The desire and ability to communicate concern for others.
- Compassion toward fellow students, staff and faculty.
- Emotional maturity, dependability, and responsibility.
- Humbly leading a team of peers.
- Willingness to authentically share one's life story and experiences.

LEADERSHIP EXPECTATIONS/RESPONSIBILITIES

- Achieve a minimum of 9 Student Leadership Points each semester (Fall and Spring). A menu of Student Leadership Point opportunities will be provided.
- Attend one Career and Calling for Student Leaders session each academic year (3 Student Leadership Points).
- Arrive on campus and/or prepare to begin responsibilities up to one week prior to the start of each semester for training, team building, and preparation.
- Actively support and positively contribute to the work of other student leaders.

ROLE EXPECTATIONS/RESPONSIBILITIES

- Become acquainted with and arrive at a working relationship with the director of the ministry site.
- Begin to identify student volunteers who have the potential to share the ministry's leadership responsibilities with you.
- Be actively involved at the beginning of both semesters in the recruitment, orientation/training and activating of student volunteers.
- Remain actively involved in your ministry throughout the year with a special attention to 1) relationships with the directors at ministry site 2) the morale and ongoing support/encouragement of student volunteers, and 3) attending weekly (usually) activities at the ministry site.
- Meet with the Campus Ministry staff bi-weekly for a time of fellowship, ongoing training and updates on all Campus Ministries programs.



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- Involvement in various Campus Ministries and Student Leadership activities throughout the year.
- Meet once a month for one on one meeting with either the Director of Campus Ministries or the Lead Student Coordinators.
- Attendance at Campus Ministries/Student Leadership Retreat in August (usually a week before classes begin).

TIME COMMITMENT

- The Campus Ministry: Student Coordinator role is an approximate 6-8 hour/week role including meetings, training, event preparation and attendance, and other responsibilities.
- Attend all bi-weekly 2- hour staff meetings.
- Attend monthly one on one meetings with either the Director of Spiritual Formation and/or the appropriate Campus Ministry: Student Director.