



# ANDERSON UNIVERSITY

## Department of Student Life

### **Campus Ministry: Student Director Job Description**

#### **POSITION SUMMARY**

The Campus Ministry: Student Directors are an integral part of the Spiritual Life on Anderson University's (AU) campus. Primary responsibilities include assisting the Director of Spiritual Formation by leading Campus Ministries staff meetings, leading individual meetings with Campus Ministry: Student Coordinators, while also leading their individual weekly ministry. It is expected that the Campus Ministry: Student Directors 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.

#### **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 Junior or Senior student during the term of employment.
- Required: Minimum of one academic year of service as a Campus Ministry: Student Coordinator
- 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.

#### **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.
- 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.



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- 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**

- Coordinate Individual Ministry: Provide leadership and communication to all student volunteers about weekly visits to your ministry. Maintain consistent contact with your ministry site (if applicable) and respect commitments.
- 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.
- Lead and facilitate the Campus Ministry staff bi-weekly for a time of fellowship, ongoing training and updates on all Campus Ministries programs.
- Involvement in various Campus Ministries and Student Leadership activities throughout the year.



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- Meet once a month for one on one meeting with the Director of Campus Ministries.
- 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 13 hour/week role including meetings, training, planning, serving in an individual ministry, and other responsibilities.
- Lead & facilitate all bi-weekly 2- hour staff meetings.
- Attend monthly one on one meetings with the Director of Spiritual Formation.
- Lead monthly one on one meetings with the Campus Ministry: Student Coordinators.