



ANDERSON UNIVERSITY

Department of Student Life

Conspiracy: Student Coordinator Job Description

POSITION SUMMARY (2 Positions Available)

The Conspiracy: Student Coordinators are responsible for the oversight of Anderson University's (AU) athletic student section including the recruitment of members, planning and executing game-day events and promotions for each athletic program, and cultivating a school spirit centered around athletic competition.

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.
- Preferred: 2.5 cumulative GPA.
- Preferred: Demonstrated commitment to a Christian worldview.
- 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.
- 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.



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- 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 AND RESPONSIBILITIES

- Promote and recruit Conspiracy members.
- Collaborate with the athletic department and athletic teams to designate "sponsored" games.
- Promote and support AU athletics.
- Maintain social media presence.
- Coordinate Conspiracy volunteers and partners.
- Create and execute game-day promotions and events for each athletic program.

TIME COMMITMENT

- The Conspiracy: Student Coordinator role is an approximate 8 hour/week role including meetings, training, event preparation and attendance, and other responsibilities.
- Attend all weekly meeting with the Director of Student Engagement
- Attend all Conspiracy events (Allowed 2 unexcused misses)
- Attend athletic department and/or athletic team meetings as requested.