



## **Campus Ministry Assistant Position Description**

### **POSITION INFORMATION:**

Position Supervisor: Assistant Dean of Students - Intercultural & Spiritual Life

### **POSITION DESCRIPTION:**

The Campus Ministry Assistant will serve and support the Assistant Dean of Students - Intercultural & Spiritual Life, and other campus ministry student leaders to promote spiritual life on campus by assisting with chapel planning, campus ministry initiatives, and service learning projects. In addition, the Campus Ministry Assistant position will aid in developing intentional programs, events that foster spiritual formation. Campus Ministry Assistant role reflects the mission and values of the institution through service, learning and leading and will grow interpersonally and intrapersonally through the cycle of Reflection - Articulation - Action. The Campus Ministry Assistant will also develop the capacity to help lead others through this cycle as well. The specific responsibilities and qualifications for this role are outlined below

### **RESPONSIBILITIES:**

1. Work collaboratively with the Assistant Dean of Students, and campus ministry team to plan and execute spiritual life programming, and events.
2. The Campus Ministry Assistant will be responsible for administrative duties related to the daytoday operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Campus Ministry Assistant's direct supervisor.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
4. Develop and maintain positive relationships with the student body, through availability, accountability, creativity, credibility, and confidentiality.
5. Create space to be present with and supportive of peers in their spiritual growth and development.
6. Promote and support campus ministry events on and off campus.
7. Assist with chapel logistics, including planning, programming, and set up/tear down.
8. Fulfill assigned office hours for administrative tasks at select times.
9. Perform other duties as needed and directed by supervisor.

**Training and Development:** The Campus Ministry Assistant is expected to seek and participate in meaningful training and development opportunities.

**Student Life Leadership Program:** The Campus Ministry Assistant is a member of the Center for Student Life's Leadership program. Student Leaders have the privilege of shaping the student experience at Rochester Christian University through example, programming, leading, serving, researching, and reflection. Through the course of the academic year, Student Leaders will:

1. Commit to the ongoing mentoring and leadership of students entrusted into your care
2. Assist and engage in move-in day(s) and Warrior Week.
3. Attend and participate in RCU's Student Leadership Retreat
4. Attend and participate in regular staff meetings as determined in August training
5. Arrive early to campus for scheduled all-day training in preparation for the Fall semester

**ELIGIBILITY REQUIREMENTS:**

- Must maintain a 2.5 GPA and be in good judicial standing with Rochester Christian University. If the student fails to maintain a 2.5 GPA, the student will be placed on an Academic Success Plan with their immediate supervisor.
- Personal life supports the mission, values and goals of Rochester Christian University
- Displays high moral character and models Christian spirituality with their actions
- Participates in an active community of faith
- Demonstrates enthusiasm for the university, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

**POSITION COMPENSATION:**

Compensation is determined by individual financial aid packages and institutional awards. The basic compensation structure for the Campus Ministry Assistant is as follows:

- \$1,000 stipend to be paid bi-weekly over the course of the academic year
- \$1,500 scholarship