

Westmont College

Coordinator of Student Ministries and Missions **Office of Campus Life**

Position Summary: Advise student ministry and missions groups and support student leader spiritual development.

Qualifications: BA required, Masters degree preferred. Experience with cross-cultural and international service teams as well as knowledge of Christian doctrine and the fundamentals of spiritual growth and development is required. While previous experience in higher education is highly desired, an understanding of the unique mission of a Christian liberal arts college is required. Other requirements include: excellent verbal and written communication skills as well as strong interpersonal, conflict resolution and presentation skills; detail orientation and ability to manage multiple projects simultaneously.

Responsibilities:

- Provide advising (training, mentoring, encouragement, and other means of support) to assist student leaders of Spring Break in the City (SBIC), Emmaus Road (ER), Potter's Clay (PC) and Westmont Student Ministries (WSM)
- Attend all scheduled meetings of SBIC, PC, WSM and ER; meet regularly with students to pray, develop timelines, provide budget accountability, discuss organization of events and review progress
- Keep Director aware of any liability concerns related to SBIC, PR, and ER, and implement emergency protocols
- Plan and implement training in the spring semester for ER participants in conjunction with the ER Core Team
- Arrange to attend evening programs and gatherings of student leaders and schedule your day to provide an "after 5 presence."
- Attend at least one PC trip to Ensenada each fall and either SBIC or PC during spring break week
- Offer Service Experience Seminars for participants in SBIC and PC that provide students a means to connect academic learning and reflection with service experiences
- Serve as an advocate for student organizations and liaison to various administrative offices (i.e. Student Life, Academic Affairs, Business Office, Office of College Advancement, Physical Plant, President's Office, etc.).
- Work closely with the Director of Campus Life to ensure a complementary focus with all student groups (e.g., WCSA, WAC, WSM, etc.)
- Keep campus faculty staff and administration aware of PC, SBIC, ER and WSM endeavors and invite campus constituents to participate in activities/services sponsored by these groups and to offer feedback about the programs based on their observations
- Coordinate logistics for the development and implementation of a Global Focus Symposium/ Summit programs each fall with the support of a committee and in consultation with other offices
- Maintain and update Campus Life website, in consultation with the Director
- Assist the Director of Campus Life in the development and implementation of departmental vision, annual objectives, and long-term departmental goals. Serve as an active part of the Campus Life team and support initiatives and programs developed by the department
- Supervise student workers
- Serve on campus committees as appropriate
- Meet once each semester with all Campus Life Office Student Organizations to discuss spiritual formation and to challenge students to identify areas for growth in their faith
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: Director of Campus Life

06.2009