WESTMONT COLLEGE

Assistant Director of Campus Life for Ministry and Outreach
Student Life Division

Position Summary: The Assistant Director advises student ministry and outreach groups ensuring collaboration with key campus partners and implementation of the College’s mission and educational philosophy through organizations and programs.

Qualifications: BA required, Masters Degree preferred in Student Development, Theology, Counseling, or a related discipline; 2-3 years of experience working within Higher Education; experience working with cross-cultural and international service teams; strong written and oral communication skills; demonstrated understanding and capacity to effectively utilize technology; capability to work with diverse populations on and off campus; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations.

Responsibilities:

1. Advise and develop student leaders and student participants through Emmaus Road (ER), Potter’s Clay (PC), and Urban Initiative (UI) providing counsel, training, mentoring, problem-solving, encouragement, leadership, and other means of support as needed.
2. Ensure financial accountability, risk minimization, and sound fundraising practices for ER, PC, and UI; plan and implement emergency protocols.
3. Collaborate as a member of the Global Studies advisory group to enhance Westmont’s global plank through service learning and ministry experiences in ER, PC and UI with an eye toward academic learning and critical reflection.
4. Establish, vet, assess and develop organizational partnerships for ER, PC and UI in consultation with the Global Studies advisory group.
5. Develop a network of on-campus partnerships with faculty and staff to provide robust training, education and support for ministry and outreach participants.
6. Partner with members of the Global Studies advisory group and the ER team to coordinate Global Focus Week each fall.
7. Communicate effectively about programs and outcomes of ministry and outreach programs and annually assess learning outcomes.
8. Work closely with the Director of Campus Life to ensure a consistent focus with all student groups (e.g., WCSA, WAC, etc); assist with student leader training each fall; 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.
9. Serve on campus committees as appropriate and other duties as assigned
10. Available to work occasional nights and weekends including attending at least two PC trips to Ensenada each semester and a spring break trip.
11. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues 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

Application Procedure: Submit resume and application at:

Application review begins **Wednesday, February 24, 2016**. The position remains open and applications reviewed on a rolling basis until filled. Campus interviews are anticipated for the middle of March, 2016.

Position Begins: August, 2016