Westmont College

Assistant Director of Campus Life- One Year Interim
Mission and Ministry

Position Summary: Advise and provide financial accountability for student ministry and mission groups. Minimize college risk associated with the travel related to these groups, vet new and assess existing ministry partner organizations for summer missions teams, and foster the spiritual development and global awareness of all participants, especially the student leaders.

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 are 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:
- Advise Urban Initiative (UI), Emmaus Road (ER), and Potter’s Clay (PC) – providing counsel, training, mentoring, problem-solving, encouragement, leadership, and other means of support as needed – in order to assist student leaders to grow in Christ, minimize risk, and increase understanding of cultural and global perspectives.
- Provide financial accountability and oversight to UI, ER, and PC student leaders in order to develop biblical stewardship and fiscally responsibility. Assess all fundraising proposals in cooperation with the Student Fundraising Committee to ensure legality and effectiveness.
- Work with the Director of Risk Management to limit liability concerns related to UI, PC and ER, and implement/update emergency protocols. Exercise judgment and discretion to update and involve other staff on changing risk factors and related problem-solving. Establish clear communication links with parents pre-trip related to risk and during trips, as needed.
- Vet new and assess existing ministry partner organizations for summer missions teams (ER and any new partnerships that may emerge from UI). Annually evaluate both the effectiveness of the ministry partners in providing an experience for our students that fits the college’s educational and spiritual objectives as well as the effectiveness of our student ministry teams in providing a supportive partnership that benefits the long-term workers on the ground.
- Attend at least two PC trips to Ensenada each semester and either Spring Break in the City (UI) or PC during spring break week. Visit, analyze, and evaluate all areas of ministry with a special emphasis in strengthening partnerships and encouraging students participating in ministry.
- Plan and implement training in the spring semester for summer ministry participants in conjunction with their respective organization’s core team.
- Partner with applicable faculty and staff to develop a vision and framework for Global Focus Week each year. Work with student leaders to coordinate logistics and develop quality programming in support of that vision.
- Continually assess and evaluate needs and institutional support structures for student mission and ministry organizations - providing opportunities for all students of Westmont College to participate in Christian service and world awareness activities in ways that connect to academic learning and promote critical reflection – in support of Westmont’s philosophy of education.
- Keep campus faculty, staff, and administration aware of PC, UI and ER endeavors, serve as an advocate for student organizations to administrative offices and invite campus constituents to participate in activities/services sponsored by these groups.
- Maintain and update PC, ER and UI websites.
- Work closely with the Director of Campus Life to ensure a consistent focus with all student groups (e.g., WCSA, WAC, etc.).
- Assist in the planning and preparation for new student leader training each fall.
- Arrange to attend evening programs and gatherings of student leaders and schedule your day to provide an “after 5 presence.”
- 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 a student worker
- Serve on campus committees as appropriate
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

03.2015