



WESTMONT

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: The position requires a Master's degree, preferably in Student Development, Theology, Counseling, or a related discipline and 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 Potter's Clay (PC), Emmaus Road (ER), 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 PC, ER, and UI; plan and implement emergency protocols.
3. Collaborate as a member of the Global Travel Advisory Group (GTAG) to enhance Westmont's global plank through service learning and ministry experiences in PC, ER, and UI with an eye toward academic learning and critical reflection.
4. Establish, vet, assess and develop organizational partnerships for PC, ER, and UI in consultation with the GTAG.
5. Instruct the Emmaus Road course preparing students for global ministry and outreach.
6. Develop and maintain a network of on-campus partnerships with faculty and staff to provide robust training, education, and support for ministry and outreach participants.
7. Partner with the ER team and campus colleagues to coordinate Global Focus Week each year.
8. Communicate effectively about programs and outcomes of ministry and outreach programs and annually assess learning outcomes.
9. Work closely with the Dean of Student Engagement to ensure a consistent focus with all student groups (e.g., WCSA, WAC, etc); assist with student leader training including fall and spring training and bi-monthly leadership lunches ; assist the Dean of Student Engagement 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.
10. Serve on campus committees as appropriate and other duties as assigned
 11. Available to work occasional nights and weekends. [L]
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 12. 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.

Work Schedule: This is a full time 12-month position. Salary is commensurate with experience and education (exempt).

Reports to: Dean of Student Engagement