MAJOR PURPOSE: Create opportunities for students to participate in the practical application of ministry through a variety of applications that include: missions & outreach opportunities, service opportunities, spiritual formation groups, and assistance w/ chapel & campus ministries programs.

PERFORMANCE RESPONSIBILITIES:

Direct Outreach Programs:
1. Provide direct supervision of outreach and missions efforts to the campus, community and abroad.
   a. Develop programs for several local/domestic outreach events per semester.
   b. Plan/promote several international short-term trips per year (currently 5-7).
   c. Develop training curriculum for outreach and mission teams including the co-facilitation of our missions class (ICS199).
   d. Provide primary oversight for mission/outreach events including Program Fairs, Global Awareness Week, Mission Banquet, Fundraisers, etc.
   e. Manage outreach budget and mission team fundraising.
2. Supervise student outreach staff to provide leadership and direction ministry teams (on and off campus).
3. Develop and supervise on-going Service Credit program, building relationships with community organizations, monitoring student hours and managing other aspects of WJU’s service requirements.
4. Assess effectiveness of outreach efforts and overall service opportunities for WJU students.

Assist Director of Campus Ministries with Spiritual Formation efforts:
1. Partner with Campus Ministries Director in other programs such as chapel, worship, spiritual formation & special events.
2. Attend major campus ministries events such as discipleship retreats, conferences, etc.

Member of Student Development Staff:
1. Serve as member of student development staff in providing programming and education for student leadership staff.
2. Serve as member of the Student Leadership Team, designing and facilitating programs for the development of student leaders.
3. Participation in student development staff meetings/retreats.
4. Assist in general student development programming efforts (i.e. student leadership training, new student orientation, fall retreat, and other weekend events.)
5. Assist in developing long term strategic planning for spiritual development of student body.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
REQUIRED KNOWLEDGE:
- A strong and visible commitment to the Christian faith.
- 3 years professional experience in missions and/or student outreach preferred.

SKILLS/ABILITIES:
- Strong organizational skills, proficiency in oral and written communication, public relations skills, strong self-motivation characteristics, and group leadership skills, ability and desire to work within a team environment, and the ability to organize and implement student ministry efforts.
- Ability to motivate and empower others towards involvement in outreach and developing a Christian World View.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date