



AZUSA PACIFIC

U N I V E R S I T Y

AZUSA PACIFIC UNIVERSITY
Division of Student Life
Job Description 2022-2023

TITLE: **GRADUATE ASSISTANT TO THE OFFICE FOR DISCIPLESHIP
MINISTRIES (INCLUDING MALE / FEMALE-SPECIFIC PROGRAMS)**

REPORTS TO: *This position directly reports to the Campus Ministry Coordinator*

General Description

The graduate assistant will work closely with the Campus Ministry Coordinator to recruit students and student leaders to participate in the mentoring program, to plan equipping events for potential mentors, to thoughtfully match students with appropriate mentors, to support students and mentors in the mentoring relationship and to assess the overall program's effectiveness in student development as well as assess individual student leaders in their effectiveness and provide feedback. The GA will also attain their own mentee from the program to personally counsel over the semester. As the goal of this particular mentoring program is Christian discipleship, the graduate assistant must profess Christian faith and be actively seeking their spiritual development.

Summary of Duties

- A. Participate in the recruitment of students for the mentoring program by promoting at student fairs and chapels
- B. Assist in coordinating training and support events, including working with Media, Hospitality and Event Services at APU, as well as some simple budget management
- C. Interview and Assess potential student leaders
- D. Review student applications with confidentiality and sensitivity, and assist in matching students to appropriate mentors given a variety of factors
- E. Communicate via e-mail, text messages, phone calls and 1-1 meetings with students and student leaders for support and encouragement
- F. Develop and implement evaluation for the program and provide feedback to staff
- G. Mentor one or more undergraduate students
- H. Other Duties as Assigned

The GA will gain experience in the below CCSD Competencies (Please see the competency document).

1. *Moral, Spiritual and Ethical Foundations – staff meetings and office culture encourage self-awareness, and applications of healthy living both for the staff and to model for students*
2. *Assessment, Evaluation, and Research – will design, conduct and critique assessments of our mentoring programs and endeavor to improve programs*
3. *Organizational and Human Resources – participate in the selection, motivation and formal evaluation of student leaders; participate in effective use of financial resources; will be aware of proper conflict management as implored*
4. *Leadership – will foster the development of leadership among student leaders*
5. *Social Justice and Inclusion – participate in staff discussions towards understandings of oppression, privilege and power so as to foster equitable participation of all students*
6. *Advising and Supporting – will provide direction, feedback, critique, referral and guidance to students*

Skills Required

1. Christian moral foundation
2. Effective Communication Skills (Email/Technological, Social Media, Verbal)
3. Flexible
4. Collaborative Team Player
5. Responsible
6. Confidential

Start Date: Week of Monday, Jan. 10th, 2022 (Or otherwise specified)

Job Specifics:

- The job is remote until the APU Campus is officially re-opened.
- Upon return to campus, the job is located on East Campus in the Campus Ministry Office.
- The GA shares the work space with other graduate student interns.
- The GA does not need a laptop, although it is preferred. One can also be provided for them as needed.

Weekly Breakdown of Responsibilities

Staff meetings	3 hrs.
Weekly meeting with Supervisor	½ hr.
Mentor Students and Encourage Senior Class Mentors	3 hrs.
Office Hours (and events)	10 hrs.
Total Hours	16.5 hrs/week