



## **Job Description**

### **Office of Service and Discipleship**

**Title:** CCSD Graduate Assistant (**D-Groups**)

**Reports to:** Discipleship Coordinator/Pastor

**Location:** East Campus, OSD Building, Rose Garden  
Grad Assistant has shared work space and personal laptops are preferred

#### **General Responsibilities and Expectations:**

The 1st year graduate assistant will work closely with the Discipleship Coordinator/Pastor to provide support and leadership to D-Groups programming in order to make relational discipleship opportunities accessible for undergraduate APU students. The D-Groups Intern supports program logistics for the D-Groups ministry through promotion, recruiting, training, planning, organizing, coaching, and database management. As the goal of this particular small groups program is Christian discipleship, the graduate assistant must profess Christian faith and be actively seeking their spiritual development if they desire to support this on-campus ministry.

#### **Specific Duties:**

- Assists in planning and coordinating logistics for bi-annual discipleship trainings and provides leadership for training sessions
- Implements promotion strategies for student involvement in D-Groups
- Works in collaboration with the the Discipleship Coordinator/Pastor to plan discipleship trainings, chapels, events, and other Spiritual Life programming
- Assists the Discipleship Coordinator/Pastor in developing strategies for fostering a culture of campus-wide discipleship
- Assists the Discipleship Coordinator/Pastor in providing ongoing training, advising, and resourcing opportunities for D-Groups ministry student leaders, consistent with APU's mission and theological convictions
- Assists the Discipleship Coordinator/Pastor in advising and supporting the Discipleship Crew Leaders (the team of student leaders who provide spiritual care and support for D-Group Leaders)
- Incorporates and introduces spiritual leadership coaching strategies
- Assists in managing and updating D-Groups ministry databases, forms, documents, and spreadsheets
- Attends weekly intern team meetings

- Leads a D-Group
- Attends bi-weekly Discipleship Crew Team meetings
- Schedules and facilitates monthly 1-1s with assigned Discipleship Crew Leaders
- Provides consistent leadership and support for the D-Groups ministry
- Works in collaboration with the Discipleship team to create and implement a recruiting process for student leaders within the Office of Service & Discipleship
- Assists in gathering application materials and interviewing between 50-100 applicants for student leadership positions within the Office of Service & Discipleship
- Remains responsive to all emails, texts, and phone communication from the Discipleship Coordinator/Pastor and Discipleship Crew Leaders
- Keeps Discipleship Crew Leaders informed about announcements, responsibilities, and area events
- Works in collaboration with the Office of Service & Discipleship staff to assist with events and endeavors related to spiritual formation programming, university passage, university spiritual practice, discipleship trainings, Discipleship Chapels, and on-campus promotion events
- Regular, punctual attendance to Discipleship events, meetings, and weekly office hours
- Performs other duties as assigned by the Discipleship Coordinator/Pastor

**The GA will gain experience in the below CCSD competencies:**

1. Moral, Spiritual, and Ethical Foundations
2. Organizational and Human Resources
3. Leadership
4. Social Justice and Inclusion
5. Student Learning and Development
6. Technology
7. Advising and Supporting

**Skills Required:**

1. Strong interpersonal and communication skills
2. High level of intercultural competence and experience
3. Strong organization and management skills
4. Collaborative leadership style
5. Committed to the Christian faith
6. Commitment to the Azusa Pacific University mission and core values

**Breakdown of hours (Per week, example):**

- 3 hours – Team meetings
- 10 hours – Work-time, programming, working/meeting with students
- 3 hours – Mentor Students
- 4 hours – Flexible time
  - *\*Schedule subject to change. This position may require a few nights and weekends as well.*

**Start and End Date**

- **First day:** August 9, 2023
- **Last day:** May 10, 2024