



## Job Description

### Office of Service and Discipleship

Title: CCSD Graduate Assistant (**Global Engagement**)

Reports to: Program Coordinator for Global Engagement Teams, OSD

Location: East Campus, Center for Student Action Mobilization Building, Rose Garden  
Grad Assistant has shared work space and personal laptops are preferred

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

The 1<sup>st</sup> Year CCSD Graduate Assistant (Global Engagement) supervises and develops six student ministry coordinators focused on mobilizing students to serve in international and national short-term experiences over the Fall, Spring, and Summer Break. The Graduate Assistant aims to **foster student learning and development**, create **effective campus and community relationships** and advance efforts towards **social justice and inclusion**. Specifically, the Graduate Assistant will work with the Program Coordinator to provide **quality programming** that focuses on **leadership development**, and **advising and supporting** students.

In addition to these core functions, the Graduate Assistant will work directly with students and staff to encourage and develop clear **moral, spiritual, and ethical foundations** that reflect the values of faith in Christ, reconciliation in community, education in scholarship and action in service alongside others.

#### **Specific Duties:**

1. Assist the Program Coordinator in recruiting, interviewing, and placing team leaders and members for international and national short-term service and mission experiences (Global Engagement)
  - a. Design and implement a Launch Party event to inform the campus of the Global Engagement opportunities as well as other creative opportunities to recruit team participants
  - b. Coordinate the interview process for team leaders and group interview days for team members
  - c. Assist in strategic leader and member placement for all teams
  - d. Create and execute training days for the fall, spring, and summer teams
2. Lead, equip, and support a group of four to six Global Engagement team leaders in leadership development, cross cultural competence, basic budgeting skills, spiritual leadership and partnership with the OSD trip coordinators.
  - a. Meet bi-weekly with this small group to facilitate leadership training and hold them accountable to their leadership commitment
  - b. Work collaboratively with the team leaders to coordinate individual team fundraising opportunities
  - c. Assist the Program Coordinator in organizing and facilitating various training opportunities for all Global Engagement Teams
3. Assist the Program Coordinator in planning and executing all programmatic and logistical details for two leaders training retreats and an all-team training retreat
  - a. Design and host one training session at the all-team training retreat on a topic related to training material

4. Supervise ten undergraduate Student Ministry Interns for Global Engagement
  - a. Meet weekly with students as individuals and/or as a group for personal development and quality programming as each one leads a group of Global Engagement leaders as well.
  - b. Facilitate student development through discussions. (Ex. Faith, Community Development, Personal Development and Transformation, Service).
5. Plan, organize and execute one large-scale fundraising opportunity that incorporates participation from all Global Engagement teams
6. Assist in the administrative procedures of the Office of Service and Discipleship (OSD)
  - a. Maintain a set amount of office hours
  - b. Maintain a working understanding of office policies and procedures
  - c. Maintain a working understanding of the university service requirement policies and procedures
  - d. Support the Administrative Assistant in administrative needs and projects
7. Participate in the Office of Service and Discipleship (OSD) Leadership Team
  - a. Meet every other month with the OSD Full time staff
  - b. Meet weekly with the Program Coordinator
  - c. Attend all OSD trainings, retreats and staff meetings
  - d. Assist in the hiring process of Student Ministry Interns
8. Participate in on-campus educational programming in collaboration with Spiritual Life and the Office of Service and Discipleship (OSD)
9. Other duties as assigned by the Program Coordinator in collaboration with desired learning outcomes of the graduate assistant and office staff

**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):**

- 2 hours – Team meetings
- 1 hour – Meeting with supervisor
- 10 hours – Work-time, programming, working/meeting with students
- 3 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