



Job Description

Office of Service and Discipleship

Title: CCSD Graduate Assistant (Local Engagement)

Reports to: Program Coordinator for Local Engagement, Office of Service and Discipleship

Location: East Campus, Office of Service and Discipleship Building, Rose Garden
Grad Assistant has shared work space and personal laptops are preferred

General Responsibilities and Expectations:

The 1st Year CCSD Graduate Assistant (Local Engagement) position directly supervises and develops a group of student ministry coordinators focusing on ministry opportunities in the San Gabriel Valley, specifically centered around Azusa and Los Angeles. 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, advising and supporting** students from diverse backgrounds.

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

Specific Duties:

1. Coordinate the development and organization of one-time service opportunities for APU students in Azusa, Los Angeles, and San Gabriel Valley, in conjunction with the Program Coordinator.
 - a. Plan and implement service projects in accordance with existing ministry partners and the University Service Credit Requirement
 - b. Work collaboratively with the Program Coordinator to generate new external campus partnerships to provide an adequate number of service opportunities for up to one thousand undergraduate students
 - c. Manage volunteer database of students who are interested in one-time service opportunities and proactively work to connect them with on-going service opportunities
 - d. Encourage collaboration with various student life and academic departments at APU with the intention of integrating service into the student and academic culture
2. Supervise a group of Student Ministry Interns, empowering them to provide relevant and meaningful service opportunities for the community.
 - a. Meet bi-weekly with students as individuals for personal development and professional development. This includes conducting of assessment and evaluation of their programs
 - b. Assist the Program Coordinator in facilitation of student development through discussions in team meetings (Ex. Faith, Community Development, Service)
 - c. Participate and support the Office of Service and Discipleship (OSD) events developed by the Student Ministry Interns and office staff, including but not limited to being present for all one-time events, and visiting each on-going ministry site once monthly
3. Assist in 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 Credit Requirement policies and procedures and assist when necessary
4. Participate in the Office of Service and Discipleship (OSD) Mobilization Programming Team.
 - a. Meet monthly with the Programming Team
 - 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
 5. Participate in on-campus educational programming in collaboration with Spiritual Life and the Office of Service and Discipleship
 6. Other duties as assigned by the Program Coordinator in collaboration with the desired learning outcomes of the graduate assistant.

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. Writing and reporting skills at a professional level
4. Strong organization and management skills
5. Collaborative leadership style
6. Strong networking skills
7. A commitment to engage the spiritual formation process that is consistent with university and departmental 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