



Job Description

Office of Service and Discipleship

Title: CCSD Graduate Assistant (**Mentoring**)

Reports to: Program Coordinator for Local Engagement, OSD

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 Local Engagement Coordinator to recruit students and student leaders to participate in the mentoring program, communicate with mentors and students, plan equipping events for mentors, thoughtfully maintain mentoring pairs, maintain and update the matching software, 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, *if approved*. 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 if they desire to be a mentor themselves.

Specific Duties:

1. Participate in the recruitment of students for the mentoring program by promoting at student fairs and chapels
 - a. Interview and Assess potential student leaders
 - b. Review student applications with confidentiality and sensitivity, and assist in matching students to appropriate mentors given a variety of factors
 - c. Communicate via e-mail, text messages, phone calls and 1-1 meetings with students and student leaders for support and encouragement
 - d. Develop and implement evaluation for the program and provide feedback to staff
 - e. Maintain Church Teams software to facilitate students' self-selection of mentors
2. Assist in coordinating training and support events, including working with Media, Hospitality and Event Services at APU, as well as some simple budget management
3. Mentor one or more undergraduate students

4. 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
5. 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
6. Participate in on-campus educational programming in collaboration with Spiritual Life and the Office of Service and Discipleship (OSD)
7. 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 – Mentor Students and Encourage Senior Class Mentors
- 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