



## Job Description | Spiritual Life

**Title:** CCSD Graduate Assistant (**Event Programming and Engagement**)

**Reports to:** Associate Director for Spiritual Life, Spiritual Life

**Location:** East Campus, Office of Service and Discipleship Building, Rose Garden; Shared workplace; Personal computer preferred

### General Responsibilities and Expectations:

The 1<sup>st</sup> year Graduate Assistant (GA) collaborates with and helps supervise a group of undergraduate students, who are marketing interns focused on the design, implementation, and evaluation of a comprehensive marketing strategy, as well as community building gatherings and events, for the Office of Spiritual Life, Office of Chapel and Pastoral Care and the Office of Service and Discipleship. Additionally, the GA will implement educational opportunities for Spiritual Life student leaders and the APU undergraduate population. Focused on **counseling and advising**, the Graduate Assistant aims to **foster student learning and development**, create **effective campus and community relationships** and advance **social justice and inclusion**, as well as further develop their **technological skills**.

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 in the design, implementation, and evaluation of a comprehensive marketing strategy (including events and educational opportunities) for the Office of Spiritual Life, in collaboration with marketing interns, and the Associate Director for Spiritual Life.
  - a. Help supervise a team of five undergraduate marketing interns as they creatively market various opportunities for Spiritual Formation on campus
  - b. Strengthen the Spiritual Life brand on-campus
  - c. Develop and implement educational opportunities for Spiritual Life student leaders and the APU undergraduate population
2. Develop, coordinate, and execute significant campus-wide events that promote spiritual formation, service experiences, righteousness and justice in collaboration with the marketing interns, and the Associate Director for Spiritual Life. These events may include:
  - a. Missionaries on the Walk
  - b. Various retreats and trainings for the Office of Service and Discipleship
3. Participate in Spiritual Life staff meetings, Marketing Team staff meetings, and other meetings (i.e. meetings with supervisor, undergraduate students, and other meetings across campus)
4. Assist in administrative procedures
  - a. Maintain a working understanding of office policies and procedures

- b. Maintain a working understanding of the University Service Credit Requirement policies and procedures and assist when necessary
- c. Work front desk (i.e. customer service, answer phone, assist walk-ins)
- d. Track work hours
- e. Complete assistantship paperwork and reports, on time

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

- Moral, Spiritual, and Ethical Foundations
- Organizational and Human Resources
- Leadership
- Social Justice and Inclusion
- Student Learning and Development
- Technology
- Advising and Supporting

**Preferred skills:**

- Strong interpersonal and communication skills
- Strong knowledge of technology and social media platforms (E.g. Instagram, Facebook)
- High level of intercultural competence and experience
- Writing and reporting skills at a professional level
- Strong organization and management skills
- Collaborative leadership style
- Strong networking skills
- 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