



ROCK
CHURCH & TRAINING CENTER

Job Description

Position: **Rock U Student Services
Coordinator**

Reports to: **Rock University Pastor**

Position Status: **Full-Time, Non-Exempt**

Department : **Rock University**

Effective: **December 2009**

Replaces: **All Previous**

Position Number: **RC-34-09**

Posting Date: **December 10, 2009**

1st Closing Date: **December 17, 2009**

Position Summary:

Under the direction of the Rock University Pastor, is responsible for the learning and development of students outside the classroom through creating and maintaining a safe, fun, and supportive environment and service oriented culture that synthesizes the spiritual, intellectual, physical, social, and emotional development of our students.

Job Responsibilities and Duties:

1. Helps establish a student culture where a lifestyle of service is encouraged and where students learn to respect others, take responsibility for their actions, and exercise servant-leadership.
2. Responsible for assuring that annual and long-term objectives are in line with Rock U objectives and that there is a formal system of evaluation and documentation.
3. Serves as a member of Rock U's senior management team.
4. Maintains congruency between the Rock U's mission statement and all student activities.
5. Submits budget proposals to the Rock U pastor.
6. Makes recommendations to the Rock U pastor regarding the hiring, retention, and assignment of staff.
7. Manages departments that provide student learning and development opportunities: Community Service and Outreach, Outreach Tours, International Practicum, Recreation, and Student Internships.
8. Manages departments that provide student support services: Safety & Security, Registrar's Office, Student Counseling, Major Events Coordinator, Student Housing and Judicial Affairs.
9. Works with the Student Affairs staff in developing "Out of the Box" experiences that are integrated with the academic curriculum of Rock U and encourage the personal growth and development of students.
10. Coordinates with Rock Church ministries and community leaders in developing and managing Impact 195 learning and service opportunities.
11. Provides leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student residences.
12. Develops and coordinates policies and procedures relative to all student activities; oversees annual production of Student Handbook and other documents.
13. Administers the policies and regulations of Rock U as they pertain to students, including internal judicial and disciplinary procedures.
14. Oversees the registrar's office and coordinates enrollment management for the College.
15. Serves as ambassador for Rock U with alumni, parents, students, neighbors, community leaders, and professional colleagues.

16. Coordinates, compiles, and assists in writing of the all student affairs reports and evaluative instruments to ensure accuracy and efficiency, including necessary related reports and correspondences.
17. Teaches agreed upon classes at a college level, including syllabi, lesson plans, and printed materials.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock University Pastor.

Job Skills and Requirements:

1. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.
2. Bachelor's degree and five years teaching and administrative experience in a spiritual equipping school or Bible college.
3. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
4. Must be self-motivated and able to take a task or project through to completion.
5. Excellent communicator: must be able to articulate clearly both in spoken and written form.
6. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers and be experienced in conflict resolution.
7. Strong organizational skills and attention to detail and accuracy. Demonstrated ability to research, produce answers and give clear direction.
8. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and MS PowerPoint.
9. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.