



JOB DESCRIPTION

Position: **Rock U Operations Coordinator**

Reports to: **Rock University Pastor**

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

Department : **Rock University**

Effective: **December 2009**

Replaces: **New Position**

Position Number: **RC-37-09**

Posting Date: **December 10, 2009**

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

Position Summary:

Responsible for development and supervision of Rock U's business support systems, student support and success systems, computer information systems, instructional technology, the Rock U's library resource systems, and facility systems and operations. The position is also responsible for fostering collaboration with faculty, staff, and students to advance the mission of the Rock U and to enhance Servant-Leadership principles within the organization.

Job Responsibilities and Duties:

1. Oversees the day-to-day operations of the Rock U.
2. Develops and oversees business support systems, student support systems, information technology support services, and instructional resource technologies, including Rock U's online training programs.
3. Ensures that the programs, services, operations and human resources activities of the Rock U reflect its Mission, Governance and DNA and reflect sound risk management practices.
4. Helps develop and implement an annual strategic plan in consultation with the staff, Senior Leadership Team and Rock U pastor.
5. Organizes, coordinates, and supervises the development of the Annual Budget in consultation with the staff, Senior Leadership Team and Rock U pastor.
6. Practices sound financial management ensuring that all financial transactions take place within the parameters of the approved budget and maintains the fiscal integrity of the Rock U.
7. Develops and implements administrative goals and objectives as well as policies and procedures in order to provide necessary support to all Rock U departments and programs.
8. Direct the development and implementation of long-range and operational financial plans to support the mission and planned development of the Rock U.
9. Supervises and direct physical facilities operations, including maintenance, safety and security.
10. Supervises and directs all purchasing services, including purchasing, inventory control, and storage.
11. Act as Chief Financial Advisor to the Rock U pastor; reviews and advises on contractual matters.
12. Participate as a member of the College leadership team; prepare work programs, budget requests, and quarterly reports; prepare detailed reports on a variety of College management topics, as appropriate.
13. Coordinates, compiles, and assists in writing of the all operational reports and evaluative instruments to ensure accuracy and efficiency, including necessary related reports and correspondences.

14. 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.
15. Serves as a member of Rock U's senior leadership team.

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. Masters Degree in Education required. Doctorate in Educational Leadership and Management is preferred.
2. A minimum of 3-5 years related experience in a senior administrative capacity in a spiritual equipping school or Bible college.
3. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.
4. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
5. Demonstrated expertise in project planning, development and implementation of support systems.
6. 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.
7. Must be self-motivated and able to take a task or project through to completion.
8. Excellent communicator: must be able to articulate clearly both in spoken and written form.
9. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers and be experienced in conflict resolution.
10. Strong organizational skills and attention to detail and accuracy. Demonstrated ability to research, produce answers and give clear direction.
11. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and MS PowerPoint.

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.