



ROCK
C H U R C H

JOB DESCRIPTION

Position: Rock University Coordinator

Reports to: Rock University Pastor

Position Status: Regular Full-Time, Exempt

Department: Rock University

Effective: February 2012

Replaces: All Previous

Position Number: RC-13-12

Posting Date: March 2, 2012

1st Closing Date: March 9, 2012

Position Summary:

The Rock University Coordinator will be responsible for the administration of all Rock University Programs and management of faculty and students. In addition, collaborating with the Do Something Life paradigm of The Rock Church to develop and manage curriculum for discipleship.

Job Responsibilities and Duties:

Administration:

1. Incumbent will oversee all Rock University programs and be responsible for the day-to-day operations.
2. Oversees the academic advisement programs and monitors student academic progress.
3. Insures compatibility between the Rock University Mission Statement and all academic activities.
4. Coordinates all written operational reports and evaluative instruments to ensure academic accuracy and proficiency.
5. Develops and manages budget for areas of responsibility.
6. Works with Rock Church Marketing Team for strategic marketing and recruitment.
7. Responsible for ensuring Rock University objectives are aligned with the Do Something Life paradigm and insure a formal evaluation system is utilized.
8. Fosters a good environment for teaching and learning.

Faculty:

1. Recruits, schedules and trains the faculty team of Rock University.
2. Observes, supervises, and evaluates the Rock University faculty.
3. Ensures theology taught is Biblically sound and consistent within the Rock Church orthodoxy.
4. Conducts regular meetings with teachers, which will deal with both routine teaching matters and with the exchange of ideas on issues of spiritual formation and discipleship within the Do Something Life paradigm.
5. Consults teachers in matters of classroom management, teaching methods, and general procedures.
6. Establishes orientation of new teachers and evaluation of current teachers, to ensure they are familiar with and adhere to policies in all areas of Rock U operation.
7. Collaborates with the Rock University Pastor regarding the hiring, retention and assignment of faculty.

Curriculum:

1. Develops all curriculum for on-site and on-line classes in conjunction with the Rock University Pastor,
2. Works with faculty to implement curriculum within the Do Something Life paradigm.
3. Oversees a full curriculum of student training and development that integrates Biblical truth with practical Biblical living.
4. Responsible for the development, innovation, and refinement of the master class schedule.

Student Life:

1. Develops an education environment that inspires students and maintains classroom responsibility and respect.
2. Develops an on-line student culture that affirms a learning environment of personal engagement of the Do Something Life.
3. Manages growth of student body.

The above summary of duties represents the major tasks and duties and 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. One to two years of administrative work preferred.
2. Five years teaching/training experience.
3. Possess strong leadership and relational skills.
4. Ability to work well with short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
5. Excellent communicator, must be able to articulate clearly both in spoken and written form.
6. 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. Ability to type 45 wpm.
9. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
10. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock University's mission.
11. Ability to work a flexible schedule, including some nights and weekends.

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 Rock Governance system.
4. Successful completion of both a background and reference 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 tithing 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.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.