

Job Title: BU@UC Student Life Coordinator  
Reports to: Connections Pastor/BU@UC Site Director



## UNIONCHAPEL MINISTRIES

### PERSONAL QUALIFICATIONS

1. Practices transparent, authentic Christian values publicly and privately,
2. Worships Jesus wholeheartedly. It is the passion of his/her life to be a disciple of Jesus Christ.
3. Yearns for excellence, yet sees the value of the person as more important than perfection of the ministry.
4. Can work with others with sensitivity and humility.
5. Has a servant's heart and teachable spirit. Practices "going the second mile" in accomplishing work and creating and maintaining positive relationships.
6. Excellent interpersonal skills with a strong relationship building mindset.
7. Demonstrated strong leadership skills
8. Personable, positive demeanor, organized, detail oriented, diligent, and strong interpersonal skills.
9. Experience in, sensitivity to, and understanding of effectively working with high school/college-age students of various ages.

### POSITION SUMMARY

The BU@UC Student Life Coordinator will supervise the classroom space, engage with enrolled students, coordinate various events/programs, and assist in the recruitment of new students.

### GENERAL RESPONSIBILITIES

1. **BU@UC Recruitment**
  - Represent UC and Bethel University positively to others in a variety of situations with a professional and positive attitude.
  - Communicate with prospective students as needed (i.e. phone calls, texting, email, etc.).
  - Help coordinate and participate in BU@UC preview events.
  - Guide site tours for prospective students and families.
2. **BU@UC Resident Life**
  - Establish visibility, availability, and approachability with students by having a daily presence in BU@UC space.
  - Intentionally plan and implement a meaningful co-curricular experience for students that emphasizes the development of community.
  - Work alongside students to bridge their academic and interpersonal worlds.
  - Conduct regularly scheduled individual meetings with students, as well as, off-site retreats and community outreaches
  - Provide students with general counsel and guidance, making appropriate referrals as needed.
  - Assist with the coordination and implementation of weekly student development times and chapel services, including participation in those times.
3. **BU@UC Work Spaces**
  - Manage and schedule student workspaces as needed.
  - Manage the appearance and cleanliness of the BU@UC work spaces.
  - Communicate custodial and maintenance needs to the facilities team and monitor progress.

### SCHEDULING REQUIREMENTS

1. Typical work week is Sunday through Thursday, including some evening work.
2. During the academic year, maintain regularly scheduled office hours Monday-Thursday to oversee the BU@UC facility and interact with students.
3. Participate in BU@UC Fall Retreat and Family Orientation.
4. Plan and participate in BU@UC monthly Saturday community outreach events.

Submit Résumé To: Jeff Hughes at [hughes@unionchapel.com](mailto:hughes@unionchapel.com)

## COMPENSATION

1. With 5 or less students enrolled with BU@UC, the position will be part-time with a maximum of 28 hours/week, with starting pay at \$12/hour.
2. With more students enrolled with BU@UC, the position can be expanded to a full time position of 40 hours, increase in hourly wage, and include health insurance benefits.