

# Student Services Coordinator

**Reports To:** Chief of Staff

**Part-Time:** 20–25 Hours Per Week

**Contract Date:** 11 months, 23 August 2024 – 25 July 2025

**Paid Vacation:** 09–31 December 2024



## Position Summary

- The Student Services Coordinator provides coordination and support to students enrolled in the short-term and long-term programs to ensure that all students can successfully study the Bible in its ancient and modern geographical and cultural settings.

## Education and Training

- M.A. Degree or Graduate Certificate from AIHLS / JUC
- Experience and/or giftedness in Administrative Leadership.
- Experience and/or giftedness in facilitating Spiritual Formation.
- Experience with JUC Short-Term Programming preferred.

## Duties and Responsibilities

- Assist with Student Services (Long-Term & Short-Term)
  - Work alongside the LT Campus Life Fellow and/or LT Resident Assistants to promote a vibrant and caring community culture (e.g., organize formal and informal student activities such as the Student Activity Day each semester, encourage Bible studies, etc.).
  - Prepare, welcome, and assist in the orientation of LT and ST students living and/or studying at JUC (e.g. prepare welcome packets for ST students, facilitate airport bus transfers, assist in orientation weekend for LT students, be available to meet with students and answer questions, etc.)
  - Promote physical and emotional health by providing support to LT and ST students (e.g., confidentially referring students to meet with the JUC Counselor; and assisting students in locating and getting to pharmacies, clinics, etc.)
  - Communicate regularly with LT and ST students (i.e., activities, special lectures, religious services, etc.)
  - Prepare LT and ST students for departure from Jerusalem (e.g., Facilitate Departure Meetings).
    - Collect departure information, schedule Sheruts, coordinate student departures in the LT program, print ST course completion certificates, and communicate meal numbers for ST program to the Head Cook at least 24 hours in advance of the meal.

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- Approve LT student requests for off-campus, non-course-related travel during LT semesters (particularly important for undergraduate students).
- Provide Support to ST Instructors
  - Keep Medical Kits correctly stocked and stored and facilitate the check-out and return process with ST and LT instructors.
  - Assist Chief of Staff with greeting ST busses each morning for departure to check in and encourage groups as they head out and meet them as they return.
  - Assist Chief of Staff in coordinating necessary changes with ST Instructors when unexpected complications arise.
  - Provide administrative support in coordination with the Administrative Assistant (e.g. print exams, copy passports, etc.)
- Assist with Reception Desk Duties
  - As needed and requested, manage Reception Desk by answering phones and gate entry point for campus.
  - Greet all visitors and guests with hospitality.
  - Facilitate Oasis payments while on duty at Reception Desk.
- Oversee Daily Operation of Library
  - Supervise the 1-2 Library Student Fellow(s).
  - Orient new students to Library Services and Policies.
  - Ensure books are reshelved properly.
  - Ensure Library is clean and in proper order for students to study.
- Other Responsibilities
  - Be prepared to occasionally teach or tutor as requested or needed.
  - Be prepared to occasionally serve in other areas of campus operation as needed and within reason (e.g., assist with dishwashing or facilities when unforeseen issues arise).

### **Knowledge, Skills, and Character**

- Strong commitment to the Christian faith and able to lead a culture of discipleship on campus.
- Effective leader who can empower others to serve and participate.
- Ability to organize and manage groups of people.
- High level of Emotional Intelligence in relational settings and able to keep sensitive issues confidential.
- Effective communicator in person and in writing.
- Team player passionate about JUC's mission.
- Able to relate to a wide array of people from diverse backgrounds.

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