

Director of Calling and Vocation

DEPARTMENT	STATUS	CLASSIFICATION	DATE LAST UPDATED
Student Development	Full-time	Exempt, Mgr 2	May 2018

PURPOSE

The purpose of the Director for the Office of Calling and Vocation is to lead, administrate, and coordinate, under the supervision of the Director of Student Development, all aspects of ministry formation, including but not limited to: administering internship programs; managing career services; ensuring students are meeting all ministry formation requirements for graduation; keeping necessary academic records; developing assessment tools and reports; and organizing the Foursquare licensing process for students, staff, and faculty.

ESSENTIAL DUTIES

Internship Coordinator Duties

- Oversee the LPC Internship Program (both summer and school-year internships), including tracking students, leading the ‘vetting’ process for interns and host churches, working with program chairs as needed for internships in non-ministry majors, evaluating/assessing student success in the program, and maintaining ongoing communication with church leaders and students in the program.

Career Services

- Develop and oversee career services program for the College.
- Manage Job Postings for employers.
- Serve as the Administrative User for Symplicity Software (account creation, database management, file uploads, and approve jobs, internships, and user accounts).
- Create and refine resources for students seeking employment (Resume, CV, Interview Strategies, Etc.).

Ministry Formation Duties

- Direct the Ministry Formation program for all traditional program students.
- Work with Vice President of Academic Affairs and Director of Student Development to refine the Ministry Formation process.
- Ensure students have the opportunity to connect with local churches (i.e. church fair, web-links, etc.).
- Track students’ completion of ministry formation.
- Keep students informed concerning their ministry formation status.
- Lead the Ministry Formation committee in addressing students who are not meeting requirements.
- Serve on Chapel Committee.

Foursquare Licensing Coordinator Duties

- Administrate the licensing process for students, staff, and faculty, including teaching the polity class & licensing interviews, serving as the coach for all faculty and staff seeking Foursquare credentials.
- Coordinate the Foursquare licensing luncheon with the Foursquare Central Office staff.
- Promote the value of Foursquare Licensing to all students.
- Participate in Pacific Southwest District Credentialing Panels.

Conference Attendance

- Attend the Foursquare Connection annually.
- Attend professional development conferences.

Student Development

- Participate and lead aspects of Sojourn, Student Leader Training as directed by Director of Student Development
- Assist with New Student Orientation
- Meet with students for vocational discernment

General Duties

- Communicate with Registrar and Finance Office regarding student records and accounts.
- Maintain proper records and procedures in compliance with ABHE and WASC accreditation requirements.
- Assess the success of the various programs under oversight of the position, gathering the required data (guided by the Institutional Research Director), and preparing reports for accrediting bodies.
- Administrate ongoing relationships with churches that work with our students, interns, and graduates. This includes various personal contacting (in person, phone, email, etc.) with a pastor or leader in those churches who are working with our students at least once a semester.
- Complete other assignments as directed by the Vice President of Academic Affairs and Director of Student Development.
- Manage department budgets.
- Manage part time professional and occasional student staff.

NOTE: Though not required, this position is optionally eligible for appointment as a Foursquare minister under certain conditions. If appointed as a minister, the employee will be available to provide pastoral care and prayer. In addition, s/he may be called upon to perform sacerdotal duties upon request of the College.

MINIMUM REQUIREMENTS

- A vibrant and authentic Christian faith and worldview consistent with the College's Statement of faith which all employees are required to sign.
- Demonstrated effectiveness in program development and administration.
- Organizational and administrative ability in developing budgets and managing resource allocation.
- Ministry experience with demonstrated effectiveness in Student Development.
- Licensed or Ordained Foursquare Minister with a working knowledge of Foursquare & of licensing process in the Foursquare Church.
- Masters degree in Divinity, Theology, Education, or related field required.
- Strong inter-personal skills, including the ability to maintain & develop effective relationships with students, faculty and staff of the College, along with effective relationships with churches.
- Ability to work collaboratively across departments.
- Demonstrated culturally competent communication skills.
- Demonstrated commitment to working with and engaging diverse students and colleagues

This job description does not contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to revision when necessary.

Candidates must be Christian believers holding a Pentecostal/charismatic perspective and will be required to adhere to the College's statement of faith and mission.

No person shall be denied employment at Life Pacific College on the basis of gender, race or ethnicity, national origin or ancestry, age, marital status, pregnancy, medical condition, disability, veteran status, or any other legally protected classification, except as may be permitted by law.