

**Campus Location: Severance (soon to be Van Vliet)**

**Department:** Seminary

**Position Title:** Director of Student Life

**Reports to:** Dean of the Seminary

**Position Status**: [x]  Exempt (salaried) [ ]  Non-exempt (hourly) [ ]  Full-time [ ]  Part-time

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**Mission Statement 2028**

The University of Dubuque is a private university offering undergraduate, graduate, and theological seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.  Therefore, the University of Dubuque is committed to:

* A hospitable Christian environment which respects other faith traditions;
* Relationships which encourage intellectual, spiritual, and moral development;
* Excellence in academic inquiry and professional preparation;
* A diverse and equitable community where Christian love is practiced;
* Stewardship of all God’s human and natural resources;
* Zeal for life-long learning and service.

**Position Summary**

The person in this position oversees activities, events, and gatherings that promote a healthy Christian learning community at the seminary.

**Essential Duties and Responsibilities**

**MONDAY ACTIVITIES**

**1. Chapel**

* Facilitate worship in every regard
* In charge of chapel planning (preachers, music, tech)
* Facilitate worship team meetings and Sacristan meetings
* Ensure that we follow CCLI and OneLicense requirements and reporting
* Supervise Sacristan (slides, set-up, tear-down)
* Supervise bi-weekly GoodNews (request news from community, supervise editor)

**2. Tables**

* Joint Table coordination with El
* Arrange speakers/topics for Other Tables
* Coordinate rooms for all tables sessions
* Set up and tear down of tables
* Budget and payment of table costs, facilitate Westminster Church, when appropriate

**3. Morning Prayer**

* Facilitate morning prayer by recruiting leaders
* Be ready to lead morning prayer when leaders fail to show up
* Coordinate breakfast and coffee for session
* Budget and payment of morning prayer costs

 **TEACHING**

* Teach undergrad THEO and WVS courses, up to two courses per semester (anything over two courses per semester or four courses a year will be paid for overage)
* Teach masters-level courses – Leadership Ethics, Christian Leadership in Context, Pastoral Leadership (and possible courses of Personal Empowerment)
* When teaching over six (6) credits a semester, paid for extra courses

**PASTORAL CARE**

* Be available as a first-responder to pastoral care needs of all students
* Carefully assess these needs and make appropriate referrals to spiritual directors or mental health professionals
* Develop and maintain referral list
* Maintain connection with Smeltzer-Kelly Student Health Center and Erin Barsema
* Attend Ally Trainings, Mental Health Trainings, and other Student Life resources
* Be ready to meet with those who need simple conversations or answer life questions (either in person or by phone/email/zoom).
* Send emails, cards, postcards to students to promote wellness, gratitude and encouragement
* Keep updated on Title IX and Clery Act policies and UD procedures for reporting, etc.
* Serve on the Academic and Student Affairs Committee, as needed

**YAMS**

* Director and Pastoral advisor to YAMS
* Serve on YAMS Council for admissions
* Coordination of community and spiritual events – weekly meetings and YAMS along with individual advising time (as needed)
* Advising of YAMS

**AUGUST RESIDENCY**

* Participate lightly in the Foundations course to make connections with new students
* Coordination of all August chapel services (preachers, music, set up and tear down, etc.)
* Coordination of Worship team meetings, when able
* Collaborate with other faculty and staff to design the overall schedule of events
* Reach out to students who are missing large parts of their schedule
* Creation of Peer Guides for new students
* Graduation meeting for senior students
* Advising meeting with new students
* Prayer, counsel and meetings with students who are struggling
* Mentor and be present for multiple StuCo events and meetings

 **GRADUATION**

* Work with other admin staff on graduation activities
* Senior banquet, meeting and gift
* Work with Registrar to gather needed information about degree certificates for all D.Min, M.Div, MAMD, MACL, CLPs
* Alongside of Dean’s office:
	+ Facilitate, reserve and plan baccalaureate
	+ Facilitate, reserve and plan commencement
	+ Facilitate, reserve and plan all graduation receptions
	+ Facilitate and help plan Friday night Senior Banquet

**ADVISING**

* Advising specific UCC/female students towards graduation

**STUCO**

* Faculty/staff representative at monthly STUCO meetings
* Meet with STUCO moderator regularly
* Guide their work to fit into the greater UDTS/UD environment, incl. UDTS Community Life webpage
* Liaise between the students and faculty-staff
* Advise STUCO re: staff and financial resources
* Order StuCo materials for Advent, Lent, Graduation

**Position Skills and Abilities:**

Excellent skills in all areas related to pastoring: teaching, preaching, caring, supervising staff, administration.

Collaborative and sociable outlook.

Maturity in theological views and spiritual practices

**Qualifications**

8-10 years experience as congregational leader

MDiv degree

March 17, 2022

Date: