



Interim
UNI Campus Minister
Job Description

GENERAL DESCRIPTION

The Campus Minister primary responsibility under the direction of the Lutheran Student Campus Pastors, is to provide leadership and organization to the ministry of the Lutheran Student Center.

REPORTS: Lutheran Campus Ministry Board

ROLES AND RESPONSIBILITIES

• **Ministry and Leadership**

- Minister to students by establishing and building interpersonal relationship. Be available to students at times and places best suited for interaction. This will require an active participation in university student life and maintain an ongoing presence at the Center.
- Provide leadership and development for young adult worship opportunities at the Lutheran Student Center.
- Recruit, oversee, develop, and equip individuals and teams for ministry.
- Manages the LSC facility, schedules, and assist in the planning of events at the LSC.
- Provide opportunities for your adults to see their faith become “active in love”, including planning regular service projects and/or service trips. This will include planning a spring break mission trip (may be in cooperation with other SLA or Iowa ministries).
- Assist the LSC Board of Directors with planning and leading of the Junior High Lock-in.
- Assist in the strategic planning of the future ministry of the Campus Ministry program at UNI.

• **Administrative**

- Under the direction of the Campus Pastors, perform administrative, financial, and facility functions as outlined.
 - Financial
 - Perform accountant duties including file records, balance accounts, make deposits, and other duties as assigned.

- Administrative
 - Maintain the LSC calendar, website, LSC office and office supplies. Respond to communication requests which arise through personal interaction, email, and telephone contacts.
 - Maintain a log of all LSC related internet passwords and accounts.
 - Maintain and develop an accurate filing and recording system for the Lutheran Student Center and its ministry.
 - Check and distribute mail to appropriate person.
 - Facilitate monthly LSC student staff meetings.
 - Facilities
 - Report building needs and concerns to appropriate people.
 - Assign and manage key distribution to the LSC.
 - Manage housing concerns (residents).
- **LSC Outreach**
 - Attend and represent LSC at campus orientation events and other opportunities to engage the students of UNI.
 - Welcome groups to the LSC as requested by Board.
 - Serve as LSC representative at orientation events, SLA (Spiritual Leaders Association).
 - Attend LSC Board meeting as requested.

ESSENTIAL ABILITIES

- Schedule and equip leaders for ministry.
- Organize and communicate information verbally and in writing.
- Develop goals and objectives consistent with the Lutheran Student Center vision for ministry.
- Able to work on evenings and weekends and maintain flexible working hours as determined by the needs of the ministry.
- Ability to work without direct supervision.

MINIMUM AND EXPERIENCE

- Bachelor's Degree.
- Emphasis in Youth and Family Ministry and/or Education preferred.
- Familiar with Lutheran theology and worship.
- Ability to use electronic software (i.e. Microsoft Office, PowerPoint, Internet) to organize and communicate and other social media.

Send cover letter, resume, and 3 references to Mike Bobeldyk at LSCUNI@uni.edu by April 19.