

Coordinator for Student Recruitment and Training

Reports to:

Assistant Director for Spirituality and Public Life (current title)

Supports the mission of the university by:

Shaping Baylor's faithful engagement with Waco and the world by developing projects and initiatives that educate, form and equip students to engage with local, regional and global communities in order to fulfill the call to love God and neighbor as yourself.

Typical Work Performed

Description	% of Time
Recruit students and facilitate training for local, regional and global projects and initiatives through Spiritual Life.	30
Foster relationships with community stakeholders, such as churches, non-profits, service agencies, and campus partners. Establish new partnerships that align with Baylor's strategic vision to address human flourishing-with a focus on building capacity to love neighbor.	30
Supervise graduate students who are coordinating and implementing projects and initiatives through Spiritual Life	20
Oversee risk and compliance associated with community engagement and identify areas of concern (e.g. working with minors, travel approval forms, volunteer forms)	10
Contribute to the overall work of the department, Spiritual Life and Student Life	10

Typical Competencies

Level of Independence

Instructions and guidelines define overall goals and priorities under limited supervision. This position may have the authority to commit the employer in matters that have financial impact. Advanced knowledge is required in planning and completing assignments, resolving conflicts and coordinating work with others. This position has the authority to make decisions without direction from supervisor.

Campus Security Authority

No

Job Requirements

	Minimum	Preferred
Education	Bachelor's Degree	Master's Degree
Field of Study		Theology, Education, Social Work, Community Development
Relevant Work Experience	1 years	3 years
Licenses, Certificates, Registrations		
Software, Tech skills and other skills	Database mgt, organizational and time mgt, Microsoft Office, volunteer recruitment/mgt, ability to community both orally and in writing	Public relations, CMS

Supervisory Responsibilities

Graduate students

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Nature of Work Supervised

Frequently supervises 10 or less staff members and/or student workers

Level of Supervision Provided

Orients and trains others; assigns and reviews work. May perform work similar to that of subordinates. Communicate priorities and schedules.