

JOB DESCRIPTION

Position Title:	Campus Liaison		
Business Unit:	Student Services	Status:	Full Time
Reporting to:	Vice President for Student Services	Salary Range:	

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> ▪ Integration of a Seventh-day Adventist worldview into daily life ▪ Education that enriches life and promotes achievement ▪ Interaction that affirms faith, integrity, and humanity ▪ Responsibility for ourselves, our neighbors, and our world ▪ Service as ministry for Christ
Position:	As part of the Office of Student Services, the Campus Liaison will direct student activities, support the Student Association leaders and student organizations, provide leadership development and training for students/student organizations and create and build a student culture of leadership and service

<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Plan, manage and execute activities that promote social, physical, mental and spiritual wellness and improvement of students • Act as a liaison between students and faculty, staff and community • Creatively develop and deliver a leadership training program that will serve students and student organizations • Support, sponsor, direct and guide Student Association leaders • Supervise general student activities and Student Association activities as needed • Organize data and compose monthly, semester and yearly reports to the Vice President for Student Services • Update the student organization handbooks and publications • Manage the budget for leadership training development and student activities/supervision • Serve as primary contact as needed for certain student activities and events management • Supervise and instruct student workers • Build student community and culture according to the mission and values of the University • Perform additional duties and tasks as assigned by lead administrator
<p>Requirements:</p>	<p><u>Primary Requirements</u></p> <ul style="list-style-type: none"> • Strong ability to communicate effectively and professionally with students, faculty, staff and/or third parties in a university community • Strong knowledge of students, students’ needs, cultures, trends, relevant issues, etc. • Leadership qualities and ability to develop a culture of leadership among the students • Acquire and apply new knowledge through personal development, research, on the job experience, training or education • Exhibit basic counseling, mediation and conflict-resolution skills • Proficient knowledge and skills of Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Minimum of bachelor’s degree – required • Experience in leadership • Ability to work well with people • Creative problem solver • Experience with student leadership and development

Work Conditions	Job Condition: fast-paced work, attention to detail, maintain a flexible work environment, and fluent in English.
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This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

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