

**Group Administrative Assistant**

**Time Requirement:** 12-15 hrs/wk

**Compensation:** $13/hr up to 5hrs/wk. (Sept. – January)

$15/hr up to 5 hrs/wk. (January – June)

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| **Learning Outcomes**  *As a result of serving in this role, students will be able to…*  *Create weekly service slides*  *Manage finances*  *Critically engage with Scripture*  Effectively plan a worship service with a team |

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| **Career & Vocation Match**  *This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in…*  *Worship Arts*  *Educational ministry*  *Music*  *Business*  *Theology* |

**JOB DESCRIPTION**

**Purpose of *Group:***

***Group provides students with a weekly opportunity to respond to God’s word in various forms of worship. We seek to be a consistent place for students to come interactively and creatively study Scripture.***

**What does *Group* do?**

***Moving chronologically though a book of the Bible each quarter, group engages with the metanarrative of Scripture through music, art, prayer, intercession, creative readings, and fellowship. Group***

***Group Sound Tech* Position Descriptions**

**Beyond the normal group responsibilities of planning a worship service together, the group administrative assistant creates the weekly PowerPoint slides needed to run a worship service. This person is also responsible for managing team budget and reimbursement forms.**

**Qualifications**

**The attributes of an ideal group administrative assistant:**

1. The desire to grow spiritually in the Lord Jesus Christ.
2. The desire to help others grow spiritually.
3. Organizational and team leadership skills.
4. Stability and maturity – emotionally, psychologically, and spiritually.
5. The ability to motivate and facilitate student involvement.
6. The ability to lead and follow with a servant attitude.
7. The ability to manage projects and activities by setting clear goals and  bringing them to completion.
8. The ability to communicate effectively.
9. The ability to organize and manage one's own activities (academic,  extracurricular, and ministry-related).

10. The willingness and ability to be mentored and taught by others, especially  by the staff of University Ministries and other professionals who have been entrusted with the long-term development of the campus ministries.

***Group* Supplemental Application Questions**

1) **Reason for application.** Why do you wish to be considered for a position on the group Staff? What has brought you to this place?

2) **Statement of faith.** Please write your testimony/statement of faith in words which a non- Christian would understand.

3) **Spiritual growth** **– your recent journey.** Describe your own spiritual journey over the last 12 months. What big themes have you been wrestling with? What ways do you think you’ve grown? What practices have helped to encourage your growth?

4) **Personal background and vision.** What are your personal life goals as far as you know them right now? How would a position with group Staff help you reach those goals?

5) **Personal Evaluation**. Please identify and describe three strengths and three weaknesses which you would bring into a position with group Staff.

6) **Your view of worship services.** A “worship service” is a very specific type of event – even more specific than the general concept of “worship.” What do you think is the main purpose of a worship service? What should the goals of a worship service be?

7) **Your understanding of “group.”** Based on your experience with the group worship service specifically, what do you think is unique about group’s particular approach to worship services, and how has it been effective or not effective

8) **Other time commitments.** Please list all extra-curricular activities in which you plan to be involved in next year (i.e. church, intramurals, SPU athletics, student teaching, work, etc.). Give an estimate of your weekly time commitment to each.

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**ASSP Volunteer Services Agreement**

By offering various positions of volunteer leadership, the Associated Students of Seattle Pacific (ASSP) hopes to provide educational and experiential opportunities that will contribute to the individual development of the undergraduate students of Seattle Pacific University. As a means of recognizing the significant commitment and dedication that our volunteers donate to their respective positions, ASSP provides a stipend to honor the service performed by some of the active volunteers.

This Volunteer Agreement shall remain in effect provided the student retains an Active Volunteer Status (AVS). AVS entails the following things: The volunteer is enrolled for six or more credits, is making satisfactory progress toward his/her degree completion, maintaining a cumulative 2.75 GPA, is abiding by all SPU lifestyle expectations, is in full attendance at the required annual ASSP Leadership Conference, and is satisfactorily performing the duties covered by the Constitution and By-laws of the Associated Students of Seattle Pacific as attested by the ASSP Senate, in consultation with the program advisor.

**Student Leadership Conference**

Student employees and volunteers hired by ASSP are required to attend Leadership Conference September 16th-22nd, 2016, and all leadership and development in-services (1 per quarter) throughout the 2016-2017 academic year.

\*\*By signing you recognize the above requirements and conditions if hired by an ASSP program.

\*By checking these boxes you have agreed to uphold the lifestyle expectations and attendance requirements if selected for this position.

Date: Click here to enter text.

Signature: Click here to enter text.

**Questions?**

**For further information about the *Group Administrative Assistant* role, please contact:**

**Olivia DuPree**

[**dupreeo@spu.edu**](mailto:dupreeo@spu.edu)

**Kelsey Rorem**

[**krorem@spu.edu**](mailto:krorem@spu.edu)

**University of Ministry**

[**umin@spu.edu**](mailto:umin@spu.edu)

**Please turn in applications to *University of Ministry* no later than Friday, April 29th, 2016**

***Please include name and position you are applying for in the subject line.***

If selected as a candidate, you will be asked to interview **May 9th-13th, 2016**

If you have any question, please email **Olivia DuPree**[**dupreeo@spu.edu**](mailto:dupreeo@spu.edu)



Group Sound Tech

2016-2017 Position Application

Name: Click here to enter text.

SPU ID: Click here to enter text.

Class Standing: Click here to enter text.

Major: Click here to enter text.

GPA: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

**Attachments:**

* Please attach a **professional resume** of your work experience for the past four years.
* Please attach a **cover letter** expressing your interest in the position. \**For assistance in writing your resume and cover letter, please go to the Center for Career & Calling (2nd Floor SUB).*
* Please attach your **answers** to the questions in this packet

**Personal References:** 1 – Faculty/Staff/Supervisor, 1 – Student Leader/Peer

*Special Note: If you have already applied for a different ASSP position, you do not need to request new references. Please note on your application if this is the case and we will use your previous references.*

The following web link directs you to our online reference form. **It is YOUR responsibility to send this link to your personal references, and have them complete the form by the application due date.** Please make sure they include your name and which position you are applying for.

<https://spu.formstack.com/forms/references2016>

1. Name: Click here to enter text.

Occupation: Click here to enter text.

Phone/Email: Click here to enter text.

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