

Spiritual Formation 2022-2023

Chapel Assistant

Job Description

The primary purpose of the Chapel Assistant at Simpson University is to assist the Director of Spiritual Formation and Chapel Administrator in all duties related to the various aspects of managing Chapel attendance taking and record keeping. This leadership role will require an average of 6-8 hours per week. Like all student leaders, the Chapel Assistant is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.



Compensation:

This is a student worker position. The University will compensate the Chapel Assistant for the student hourly wage. Student payroll is remitted twice a month.

Prerequisites & Qualifications:

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Possesses a working knowledge of Microsoft programs (i.e. PowerPoint, Word, Excel, Outlook, etc.) or at least a willingness to be trained.
8. Limit outside commitments to 10-15 hours (including other on campus employment by Simpson University) with supervisor approval.

Core Responsibilities:

1. Meet weekly with the Chapel Administrator to discuss the vision and direction for assigned duties.
2. Assist the Chapel Administrator in the planning and implementation of Chapel attendance.
3. Perform administrative tasks associated with taking attendance, managing the data, and reporting student attendance records.
4. Regularly attend chapel and manage the attendance systems in place. Avoid registering for classes before Chapel to permit sufficient time for set-up of attendance equipment.
5. Faithfully attend all required Student Leadership Training and Spiritual Formation meetings.

Required Dates of Attendance:

- New Student Leadership spring retreat – March 26th, 2022
- Student Leadership training (August and January) - August 25th - September 4th, 2022 & January 12-15th, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19th, 2023
- Ongoing training and leadership celebration events

Dates of Leadership Commitment:

August 25th - September 4th, 2022 through May 13th, 2023