

Position Announcement

Assistant to the chaplain

# POSITION

Sterling College seeks an Assistant to the Chaplain. This part-time, staff position is available beginning fall semester of 2013, and will run through May 2014.

# RESPONSIBILITIES

* Execute the administrative tasks necessary for tracking student Chapel attendance.
* Coordinate details associated with visiting Chapel speakers.
* Process all administrative tasks associated with tracking fundraising and student requirements for missions trips.
* Organize the two annual mission trip reporting chapel services.
* Communicate with churches and students to coordinate details for Love Sterling.
* Perform other admiministrative tasks as requested by the Chaplain.

**QUALIFICATIONS**

* All SC employees are expected to demonstrate a strong and articulate Christian faith, to model and mentor students in servant leadership and in the integration of faith into every aspect of life and learning. Specific requirements for this position include:
* Bachelor's degree preferred.
* A strong and articulate faith evidenced in a life of servant leadership, with experience in leadership posotions.
* Organizational and time management skills needed to oversee the administrative tasks of two large programs.
* Proficiency with Microsoft Excel and Microsoft Word.
* Ability to communicate in a timely and professional manner via both email and phone.
* An understanding of undergraduate college students and an ability to relate well to them.

**THE COLLEGE**

Founded in 1887, Sterling College’s mission is to *develop creative and thoughtful leaders who understand a maturing Christian faith*. With about 700 students and 41 full-time faculty members, the campus community shares a vision to be recognized as the finest Christ-centered, servant-leadership-development-focused liberal arts experience in the Great Plains. Located in Sterling, Kansas, the College enjoys a cordial relationship with this city of 2,600. Hutchinson (pop. 40,000) is a 25-minute drive, and Wichita (pop. 300,000) is about 65 minutes away. Learn more about us at [www.sterling.edu](http://www.sterling.edu).

##### APPLICATION PROCEDURE

1. A review of applications will begin immediately and continue until the position is filled. Women and minorities are encouraged to apply. The successful candidate must undergo a background check. Submit a letter of application, curriculum vitae, completed staff questionnaire, copies of graduate transcripts and the contact information for three references.