



### Job Description

<b>Job Title:</b>	Discipleship Associate
<b>Department:</b>	Discipleship
<b>Job Category/FLSA Status:</b>	Discipleship /Non-Exempt
<b>Accountability:</b>	Vice President of Discipleship
<b>Authority:</b>	As assigned

#### **Position Description:**

The Discipleship Associate is responsible for providing support to the Vice President of Discipleship, assisting with all departmental operations, and serving as a Coach in the Discipleship Department.

#### **Major/Essential Functions:**

- Provides general administrative assistance and specific project assistance to help accomplish the goals and objectives of the Discipleship Department.
- Assists in providing bilingual support services including drafting and translating communications and promotional materials.
- Serves as a Discipleship Coach with assigned students for coaching sessions.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

#### **Duties/Responsibilities:**

- Prepares and distributes the weekly prayer sheet for students, staff and faculty.
- Sends chapel invite and reminder email to students, staff and faculty.
- Assists in the planning and coordination of Discipleship Department sponsored events.
- Meets with and coaches assigned students regarding scores on assessments.
- Requests and manages assessments (Intercultural Development Inventory (IDI); Spiritual Transformation Inventory(STI)).
- Prepares and manages scorecards for students in classes that require assessments.
- Sends greeting cards to students (Thinking of You, Sympathy, etc.)
- Sends e-cards to staff and faculty on a weekly, monthly or as needed basis.
- Requests and manages monthly mentor reports.
- Requests mentor stipend payments every semester.
- Request and submit reimbursements for Discipleship Department staff.
- Orders and replenishes office supplies as needed.
- Answers corporate phones and forwards calls to appropriate person or department.
- Performs related duties as required.

## **Qualifications:**

### **Required:**

- Associate Degree from an accredited institution of higher education and 2 to 3 years of related experience or the equivalent.
- Bilingual in English and Spanish (must be very fluent in speaking, reading and writing in both languages).
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the College and able to sign statement without reservation.

### **Preferred:**

- Bachelor Degree in Biblical Counseling from an accredited institution of higher education and 2 to 3 years of related experience or the equivalent.

### **Equipment/Skills/Knowledge needed to perform job:**

- Knowledge of FERPA and other applicable laws.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.
- Excellent interpersonal skills and ability to be positive and present effective image of CBS over the telephone and in personal contacts.
- Ability to write routine reports and correspondence.
- Excellent telephone management.
- Ability to multi-task and manage multiple customers.
- Ability to dissemination of information accurately and professionally.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Department goals and objectives evaluated through an annual performance review by Vice President of Discipleship.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

### **Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is required to sit and stand.
- Employee must talk and listen via face-to-face contact, telephone and electronic communications.
- Employee may be required to lift and/or move up to 10 pounds.

### **Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical academic education environment
- Able to work various schedules to support faculty, staff and students.
- Able to work days and evenings.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.