

# CGCS Associate Director

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**Job Title:** Associate Director of the CGCS

**Department:** Center for Great Commission Studies

**Division:** Academic

**Supervisor:** Director

**Classification:** Associate Director

**Rate:** ??

## Purpose of the Job

Provide leadership, direction, and oversight of key mobilization and student initiatives in the Center for Great Commission studies. Support the director by administering and facilitating SEBTS mission trip strategy.

## Essential Functions and Responsibilities

- Develop and execute the CGCS short-term mission trip strategy
- Oversee the student mobilization strategy for the CGCS
- Provide general leadership to center staff when necessary
- Support the Director of the CGCS in leadership responsibilities
- Other needs and responsibilities as assigned

## Develop and Execute the Short-term Mission Trip Strategy

- Work with the Office Manager to facilitate the CGCS mission trip strategy
- Recruit and train faculty members to lead mission trips
- Develop varied mission trip strategies
  - For instance, partnering with churches to do joint mission trips
- Secure trips and create the annual mission trip calendar
- Maintain field relationships for continuing mission trip partnerships

## Student Mobilization

- Oversee the student mobilization strategy for the CGCS
- Promote international and North American missions to the student population
- Assist with SEBTS and CGCS events, including inviting and hosting IMB, NAMB, and other partners
- Coach and counsel students concerning calling and ministry preparation

- Plan a missions week on campus every year in coordination with other campus offices and SBC partner entities
- Coordinate efforts with the IMB MAG concerning international missions mobilization
- Manage the student mobilization database and its use

## Knowledge and Skills

- Required: Graduate degree in theological studies
- Preferred: Advanced degree in missiology or related field
- Extensive field ministry and missions experience (cross-cultural missions experience preferred)
- Good communication and coaching skills
- Experience in project management a plus

## Fiscal Responsibility

- Oversee the mission trip budget
- Personal travel expenses incurred for CGCS travel

## Extent of Public Contact

- Extensive contact with the student body (counseling and coaching students for mobilization)
- Public speaking opportunities on and off campus
- IMB, NAMB, and other denominational partners
- Local area church leaders

## Working Conditions and Environment

- Primarily working in the CGCS office setting
- Periodically working outside the center on campus or off campus executing events
- Potential for occasional travel, domestic or international