

JOB TITLE: Student Mobilizer - Part-time

DEPARTMENT: Center for Great Commission Studies

SUPERVISOR: Office Manager

RATE OF PAY: \$12.00/hour

HOURS: Up to 20 Hours

Purpose of the job –

This job exists to mobilize college and seminary students to take the next step in going with SEBTS and NAMB GenSend. In this role, the employee will equip, train, and mobilize students to fulfill the Great Commission and make disciples. A person in this role will utilize the resources of the CGCS to contact and track students being equipped and sent by SEBTS.

Essential Responsibilities –

- Meet with students to hear their stories.
- Promote going with SEBTS and NAMB.
- Create forms to help gauge interest in GenSend.
- Work with the director and assistant director to advance engagement and student involvement on mission trips and GenSend.
- Encourage students to use their summer to serve the Lord and help fulfill the Great Commission.

Other Responsibilities –

- Record meetings in HubSpot and log student interactions.
- Help others in the office with tasks in dead time.
- Assist other team members as needed and as able.

Knowledge and Skills –

- Excellent organizational and planning skills
- Time management: This is a part-time position, so this person will need to use his/her time in the most efficient way possible.
- Ability to manage multiple tasks at a time.
- Ability to work under deadline pressure.
- Willingness to speak in front of classes and groups about mobilization.
- Basic working knowledge of Microsoft Office Suite.
- Willingness to meet with students one-on-one to discuss calling and mobilization.

Extent of Public Contact –

- Within the seminary: Regular contact with other staff, faculty, students, event attendees, etc. You will also have regular contact with students in GO meetings and training sessions.
- Outside the seminary: Occasional need for contact with other members of the public at events, conferences, in the community, campus visitors or guests, etc.

Physical Demands –

- Ability to stand for extended periods of time for impromptu meetings and occasional events.

Working Conditions and Environment –

- On occasion, attend certain campus events, which may be scheduled on the weekend or on weeknights. This is a rare occurrence for this role.
- Maintain a flexible schedule. This role requires meeting with students at all times from early morning coffees to late dinners.
- Shares a collaborative office environment with 6-8 other staff members.