



Job Title: Assistant Campus Life Director

Department: Student Life

Reports to: Racheal Deakin, Campus Life Director

Supervisory Responsibility: Yes

Full-time or Part-time: 32 hours/week (minimally)

FLSA Status: Non-Exempt

Wage: \$ \$20.50 per hour

Type: In person, possible hybrid

Hours: Vary per day

Mission

The Assistant Campus Life Director disciplines Great Northern University students and helps them successfully navigate their college experience while in GNU student housing and on campus. As a member of the Campus Life team, the ACLD shares in the responsibility of cultivating environments that promote and develop academic, spiritual, and personal successes for each student, however, their primary focus is the male student body.

Areas of Accountability

The Assistant Campus Life Director is responsible for the following measurable outcomes in these seven key areas.

Key Areas	Measurable Outcomes
Chapel Worship Team	<ul style="list-style-type: none"> • Provide leadership for weekly chapel worship • Recruit, train, and schedule student worship team members • Ensure worship experiences support GNU’s spiritual formation goals
Housing Operations	<ul style="list-style-type: none"> • Support onboarding and placement of new students in housing • Assist with preparing and maintaining student housing properties • Ensure housing systems (internet, cameras, etc.) remain functional • Coordinate move-in and move-out processes
Residence Life and Student Support	<ul style="list-style-type: none"> • Build relationships with students through regular meetings and presence • Facilitate conflict resolution and basic care support • Lead weekly house meetings focused on spiritual, personal, and academic development

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

	<ul style="list-style-type: none"> • Support the Director of Campus Life in teaching and discipleship initiatives
Lead Team Development	<ul style="list-style-type: none"> • Participate in hiring, training, and mentoring Lead Team members • Co-lead weekly Lead Team meetings • Support leadership development and relational connection within the team
Fall Retreat	<ul style="list-style-type: none"> • Assist with major Student Life events (NSO, Friendsgiving, Bingo, etc.) • Support campus tours and hospitality efforts • Participate in fall retreat planning and execution

Events and Campus Engagement	<ul style="list-style-type: none"> • Host 12 campus tours per semester • Assist with and attend monthly events as requested by the Student Life Director • Assist in the planning of and attend Bingo, Friendsgiving, and NSO • Facilitate annual cribbage and ping pong tournaments • Work weekly Clive's shifts as assigned
Policy and Documentation	<ul style="list-style-type: none"> • Maintain accurate documentation in Populi • Support creation of policies and compliance documents as assigned • Attend all required team meetings and trainings

Requirements

- Commitment to GNU's vision, mission, core values, and beliefs
- Agreement with the University's Code of Belief and Conduct
- Demonstration of spiritual maturity and an unequivocal commitment to the local church
- Possession of a bachelor's degree in a related field, or equivalent experience
- Willingness to travel one to three weeks in a year
- Strong communicator through all mediums

Work Environment/Conditions

Working Conditions/ Physical Factors: *Occasionally = 1%-33% Frequently = 34%-66% Continuously = 67%-100%*

This position operates in an environment of higher education, including professional office and residential housing. This role routinely uses standard office equipment such as computers, phones, and photocopiers, and will frequently interact with other members of the Great Northern University community, i.e., students, faculty, other administrators, parents, and the general public. Some lifting of promotional items for events is required.

While performing the duties of this job, the work environment requires the following:

- Work is primarily indoors. It requires climbing stairs, sitting, standing, bending, and reaching - *Continuously*.

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- Requires a sustained level of high energy, stamina, and the ability to move on a regular and ongoing basis – *Continuously*.
- Requires the ability to hear, see, and speak clearly – *Continuously*.
- Requires the ability to lift/or move up to 10 pounds – *Frequently*.
- Requires the ability to lift/or move up to 25 pounds - *Occasionally*.

These statements of belief are part of our Code of Belief and Conduct that can be found online and is to be signed in agreement upon hire.

As our campus serves students who are minors, employees of GNU are required to submit to and pass a background check to be employed.

**To apply, complete the online employment application at
<https://www.gnu.edu/about/employment/employment-questionnaire/>**

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