



1. **TITLE OF POSITION:** Student Life Coordinator
Beginning Date: August 1, 2024 (negotiable)
End Date: May 31, 2025
Position Status: Full time, Exempt. 100% FTE ~ 40 hours weekly
2. **PURPOSE OF POSITION:** To build relationships with, mentor, and serve the student population at AEC.
3. **REPORTS TO:** Executive Director
4. **SUPERVISES:** Resident Assistant(s)
5. **RELATES CLOSELY WITH:** Associate Director, BHC Instructor, Director of Operations, Life Coach and AEC Staff
6. **PRIMARY RESPONSIBILITIES (80% ~ 32 hrs / weekly):**

Student Life Coordination includes mentoring, modeling desired living standards, coordinating student activities, transporting students, shopping for and with students, and occasional cooking for students. Student Life Coordinators will also inspect the student cabin weekly.

- Advise and serve the on-campus student body while living in community with the students
- Act as a proactive mentor: meet regularly with students to facilitate growth and wellness
- Help to build a safe, nurturing community
- Assist in fostering a culturally relevant learning environment for all AEC students
- Organize regular and ongoing social/recreational opportunities
- Provide or arrange scheduled transportation for the students
- Facilitate formal and informal life skills development in the student body and campus life
- Assist in implementation of student trips
- Be a part of a team cultivating a safe, friendly, nurturing, and joyful campus community environment
- Schedule and manage Residential Life calendar of events
- Coordinate meal planning and grocery shopping
- Supervise Resident Assistant(s)
- Oversee cabin inspections and chore rotations

7. ADDITIONAL RESPONSIBILITIES (20% ~ 8 hrs / weekly):

- Help develop and implement spiritual formation opportunities for Residential Life students (i.e. devotions, mentoring, worship services, Bible studies, service projects)
- Work collaboratively with ministry partners across the state (ACC, CYAK, etc.)

8. HOLIDAY & SPECIAL EVENT SCHEDULE

Student Arrival & Orientation	September 1-2, 2024
Thanksgiving Break	November 28 – 29, 2024
Christmas Break	December 16, 2024 – January 10, 2025
Martin Luther King, Jr. Day	January 20, 2025
Elizabeth Peratrovich Day	February 17, 2025
Spring Mission Project	TBA
Good Friday	April 18, 2025
Graduation	May 9, 2025

The Student Life Coordinator will work with the AEC Director to develop programming and activities for holidays that occur while students are residing on campus. When campus is closed, holidays are to be considered days off.

9. COMPENSATION & BENEFITS

Housing will be provided on campus for the Student Life Coordinator (and their spouse and children, if applicable). The Student Life Coordinator (and their family) is welcome to share meals with students. Housing and meals are valued at \$2000.00 per month.

The Student Life Coordinator is welcome to engage in personal support raising. AEC is a 501c3 non-profit and donations to AEC are tax-deductible.

Summer pay and housing (June / July) may be available for the role of *Summer Campus Coordinator*.