

**POSITION OPENING**  
**Assistant Director of Church Relations and**  
**Assistant to the Chaplains**  
**Office of Church Relations and Office of the Chaplains**

Gustavus Adolphus College invites applications for a full-time position of Assistant Director of Church Relations and Assistant to the Chaplains.

Gustavus Adolphus College is a church-related, residential liberal arts college firmly rooted in its Swedish and Lutheran heritage. The college is guided by five core values: excellence, community, justice, service and faith.

Guided by the College's mission and strategic plan, this position supports the mission of the Office of Church Relations and Office of the Chaplains to strengthen the presence of the church in the college and the college in the church, and to equip students to live and lead in a religiously diverse world.

**Duties and Responsibilities:**

- Office management support.
  - Assist with general office administrative tasks, including guest reception in person and telephone as needed.
  - Assist with record keeping and balancing the budget.
  - Maintain policy and procedures manual for Church Relations and Chaplains Office.
  - Train and supervise student employees and supervise administrative assistant.
  - Manage daily requests, inquiries, and concerns from constituents; making decisions on behalf of Director and Chaplains when necessary, in accordance with established policies and procedures.
  - Schedule appointments for Director and Chaplains, as appropriate.
- Manage special event planning.
  - Manage arrangements, registration and promotion logistics for special events.
- Manage the outreach programming of Church Relations and the Gustavus Adolphus College Association of Congregations.
- Manage constituent communications.
  - Compose, edit and coordinate publication of *The Spire* newsletter to congregations of the GACAC and surrounding region.
  - Develop and produce publications and office correspondence.
  - Manage the Church Relations and Chaplains' Office websites.
  - Coordinate and communicate board meetings, special events, meetings and conferences.
  - Management of information related to Church Relations and Chaplains' Office in the college data system Ellucian.
  - Management of information related to the Association of Congregations and clergy alumni.
- Nurture collaborative relationships.
  - Serve as member of the Gustavus Adolphus College Association of Congregations Board of Directors and Pastor-to-Pastor Advisory Boards for staff representation.
  - Serve as liaison to synodical assemblies of the ELCA on behalf of the College as

- assigned.
- Support the Office of Admissions and Office of Institutional Advancement in the implementation of events/programs that contribute to cultivation of the congregations of the ELCA into a greater resource for students and financial support for the college.
- Support the work of student organizations connected to the offices, particularly in advising Gustavus Youth Outreach and working with the student leaders of United Christian Ministries and the Multifaith Leadership Council.
- Provide support for the Chaplains of the College.
  - Manage the calendars for and support the programming needs of Christ Chapel and the Multifaith Center.
  - Manage campus wedding payments and hosting duties.
  - Provide administrative support for the Gustavus Academy for Faith, Science, and Ethics.
- Ability to work independently and under multiple deadlines.
- All other duties and assigned.

### **Minimum Qualifications:**

- Bachelor's Degree in related field.
- Demonstrated experience in office, staff and program management.
- Excellent oral and written communication skills.
- Proficient in Microsoft Word and Excel.
- Ability to work effectively in collaborative collegial relationships providing a high level of constituent support and service.
- Skills in teambuilding and interpersonal communications.
- A familiarity with the structure of the Evangelical Lutheran Church in America.

### **Preferred Qualifications:**

- Experience with database software such as Colleague UI by Ellucian.
- Ability to use design and marketing programs such as InDesign and Constant Contact.
- Ability to use social media for marketing.

To apply, please complete an application and submit a cover letter, resume and contact information of three professional references by June 12, 2017 to the Office of Human Resources at Gustavus Adolphus College. The application is available on our website, [www.gustavus.edu/humanresources/employment](http://www.gustavus.edu/humanresources/employment). Applications should be submitted electronically to [humanresources@gustavus.edu](mailto:humanresources@gustavus.edu).

Gustavus Adolphus College does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, or veteran status in its education or employment programs or activities.

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