

University Lutheran Church  
340 E. 15<sup>th</sup> Street; Tempe; AZ 85281  
480-967-3543  
[www.ulctempe.org](http://www.ulctempe.org)

## Job Title: Campus Ministry Associate

**Job purpose:** Part-time position to provide outreach and support of the community at Arizona State University (ASU) and local higher education institutions.

**Reports to:** Pastor

**Normal work schedule/hours:** Part-time position with flexible hours. Needs to be available on Wednesday nights during the academic year (August to May) and Sunday mornings. Works onsite at University Lutheran Church, Campus Ministry Center, as well as the ASU Tempe campus, and at other locations for retreats and projects. The bulk of the work occurs during the academic year.

**Compensation:** \$9,500/year

**Pay dates:** Twice a month on the 15th and last day of the month

**Additional benefits:** Flexible schedule and greatly reduced tuition at ASU for the Campus Ministry Associate or their spouse.

### **Duties and responsibilities as required by ASU:**

Actively participate in the ASU Council of Religious Advisers.

Work with student leaders, faculty, and staff to provide printed materials, internet resources, and updated social media accounts.

Visit with students, faculty, and staff on campus.

Recruit and organize a student leadership team.

## **Duties and responsibilities of University Lutheran Church Campus Ministry (LCM):**

**Outreach to students.** Participate in Passport Orientation at ASU and staff the Mall Table with appropriate resources. Coordinate Welcome Week activities at ASU and LCM. Liaison with local youth groups as an introduction to LCM. Lead a social media presence for students. Explore new methods of outreach to the ASU community.

**Teaching and discussion.** Alternate between teaching a Wednesday night Bible study for students and leading the Wednesday worship service during academic year. Regularly assist with Sunday services. Teach Sunday Forums periodically.

**Retreats.** Provide leadership at Labor Day kickoff and two retreats that are usually held outside the Phoenix metro area.

**Service projects.** Plan and attend service projects, such as a yearly mission trip building houses in Mexico, and smaller, local service projects.

**Fundraising.** Implement fundraising activities, such as lefse sales and concerts.

**Intergenerational experiences.** Support intergenerational activities, such as the mentorship program, encouraging students to participate in church work sessions (which is also a service project), and the LCM Graduation celebration.

**Administrative.** Attend weekly staff meetings. Liaison with ELCA clergy to interpret campus ministry at LCM. Recruit students to write articles for the newsletter. Maintain a current record of contact information of students, alumni, parents, and area pastors. Liaison with ASU-LCM alumni relations.

**Support for students.** Maintain regular office hours for student contact.

## **Qualifications:**

Bachelor's degree

Familiarity with Lutheran history and theology

Previous experience in church life or campus ministry

Verbal, written, and social media skills

Ability to be self-starter and work as a team member

Professional appearance

Ability to maintain confidentiality

Proper interpersonal boundaries (Visions and Expectations)

Familiarity with church dynamics and life

Ability to interact appropriately with students, staff, and members

Comfortable doing outreach to students