

Mississippi College

Job Description

Title of Position

Associate Director, Baptist Student Union (BSU)

Position Summary: The Associate Director of the Baptist Student Union of Mississippi College is responsible to the Director of the Baptist Student Union for assisting in the planning, coordinating, supervising, and evaluating of ministry activities and processes at MC, specifically in the context of the BSU. The BSU has the primary goal of glorifying God by developing devoted disciples of Christ at Mississippi College. We accomplish this mission with these three goals in mind:

1. Reach students with the Gospel of Jesus Christ and connect them to the BSU community and local churches
2. Develop students to be influencers who effectively reach and disciple other students through a holistic discipleship process
3. Mobilize students to live missional lives for Christ at Mississippi College and beyond

Essential Functions: The Associate Director of the BSU works closely and collaboratively with the Director of the BSU to create and maintain a holistic ministry that serves the university community. The primary responsibility areas are as follows:

1. Develop and maintain healthy relationships with the students, university community, Baptist churches, and Mississippi Baptist Convention Board
2. Connect students to the community and mission of the BSU
3. Assist staff and student leaders in creating and maintaining effective ministries of the BSU
4. Serve as the primary manager of 2-4 of the major BSU ministry teams; meet regularly with those team leaders providing oversight, communication & guidance in regards to direction, budgeting, and application of those areas.
5. Recruit and develop student leaders
6. Coach and counsel students; refer students to professional counseling when situations are outside the scope of ministerial counseling
7. Oversee Missions Education and Processes: Promote, coordinate, lead, and mobilize individual students and mission groups through the BSU and MCB Mission programs; serve as the primary coordinator for BSU missions including oversight of recruitment, interviews, references, student questions, logistics, vetting, background checks, training, fundraising, volunteer efforts, and placements-when appropriate.
8. Track and coordinate coding of deposits and expenses for BSU Accounts; ensure alignment with MC Accounting records
9. Make deposits for church and missions giving and fundraiser events; request disbursements for mission expenditures; coach students in fundraising
10. Assist with the oversight and direction of student workers; approve timeclock hours for student worker staff
11. Oversee Technical Set-up & Production for Vision Worship Service: communicate with FBC Staff regarding preferences, recruit/coordinate BSU student tech leaders

12. Assist in the office management of the BSU Center through maintenance requests, supply ordering, and communication with campus facility partners
13. Request campus reservations and approvals for events and service projects under the Missions and Community Missions areas
14. Supervise approximately one half of the Ethnos training and outreach times
15. Assist the Director in development of discipleship and prayer material and ministries that work within our context at the various seasons of the ministry; personally disciple several student leaders and support them as they disciple others
16. Communicate with churches and oversee the recruitment of students for church ministries including DiscipleNows, children's events, community outreaches, etc.
17. Help students process their callings through marketplace ministry and/or vocational ministry
18. Be a Christ-like example and ministry model to university students

Other Responsibilities:

1. Because relationships with students are important, develop Gospel-centered, authentic, and ministering relationships with the students through campus events, BSU events, one-on-one meetings, mentoring, discipleship, counseling, evangelism, fellowship, and social media
2. Support, promote, and partner with the Student Experience Department in areas such as, but not limited to, retreats, campus minister meetings, campus-wide ministry, "Red Letter Days" at the university, etc.
3. Support, promote, and partner with the Mississippi Baptist Convention Board's Collegiate Department in areas such as, but not limited to, conferences, missions, staff retreats, trainings, leadership development, etc.
4. Develop ministry partnerships with the faculty and staff of the university and local Baptist churches
5. Oversee, assist, equip, and empower assigned student leaders of the BSU to fulfill the mission of the BSU through one-on-one discipleship, ministry team meetings, lead team meetings, and ministry participation
6. Develop promotion material and promote the BSU to students, alumni, university, and churches
7. Participate in university efforts in promotion and recruiting new students at some designated events, such as Preview Days and Orientations
8. Work with the Director in developing an annual budget; administer expenses within budget; request approval from Director for expenses outside of established annual budget
9. Assist in day to day operations of BSU office
10. Be a learner. Know the culture of the campus, and develop effective ways to engage the campus with the Gospel and connect students to the mission of the BSU
11. Seek opportunities to tell the BSU story and how God is using the BSU at Mississippi College to various groups, such as churches, sub-groups in the churches, associations, campus organizations, civic groups, alumni, Baptist Convention, etc.
12. Assist staff and student leaders in evaluating and making adjustments necessary to reaching the goals of the BSU
13. Perform other assignments given by the Director of the Baptist Student Union

Qualifications:

1. Professes Jesus Christ as Savior and Lord.
2. Lives an authentic, Christ-centered life that is Spirit-filled, following Jesus Christ personally and as a minister.
3. Demonstrates a passion and calling to university students and campus ministry
4. Active member of a Southern Baptist Church
5. Undergraduate degree required; appreciate graduate degree hours toward a degree (prefer a Master of Divinity or other Master's degree from a Southern Baptist Seminary)
6. BSU or other campus ministry experience preferred
7. Effective interpersonal relationship skills- able to listen effectively and to communicate clearly, both orally and in written form
8. Effective at conflict resolution
9. Comfortable, confident, and effective at communicating, teaching, and praying in large, medium, and small groups of students, parents, university community, and churches
10. Quality leadership and critical thinking skills
11. Effective administrative skills
12. Basic computer, camera, social media skills
13. Good health to discharge duties properly
14. Must be flexible, adaptable, and able to change as needed
15. Willing to minister during nights and weekends
16. Pass hiring requirements of the university

Reports to: Director of the Baptist Student Union

FSLA Status: (Human Resources will designate)