



**Corban University**  
Position Description

**STUDENT LEADERSHIP & ACT SIX COORDINATOR**

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DEPARTMENT: Student Life  
REPORTS TO: Dean of Students  
FLSA STATUS: Full-time / Non-Exempt  
Revised Aug 2019

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***See Application Instructions on Page 3***

**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**STUDENT LIFE DEPARTMENTAL MISSION:** To foster student learning that results in meaningful growth. This kind of growth is pursued through the development of activities, environments, programs, and services that inspire CURIOSITY and promote the development of STEWARDSHIP and CITIZENSHIP. These are our learning outcomes.

**SUMMARY:** To oversee key programs which support the growth and development of student leaders and Act Six scholars. The position requires leadership of an individual with experience in student affairs or a related field, strong communication (written and verbal), collaborative problem-solving, and team-building capabilities. This individual's influence has a strong impact on the campus community, therefore the Student Leadership & Act Six Coordinator is to be inclusive, positive, and proactive in their leadership.

**ESSENTIAL FUNCTIONS:**

- Student Leadership program
  - Provide oversight for student leadership budgets.
  - Assist development and leadership of credit-bearing student leader course.
  - Oversee fall training for student leadership development programs.
  - Coordinate hiring across all Student Life, student leadership programs.
  - Facilitate Student Affairs Interest group when time allows.
- Provide support for Act Six scholarship program
  - Participate in selection process of scholars in collaboration with Admissions and other responsible parties.
  - Participate in campus visit for scholars during summer months, after selection.
  - Develop and define leadership-oriented work study positions for scholars.
  - Design campus support structures & freshmen leadership seminar group.
  - Recruit and train faculty mentors for scholars.
  - Develop and lead a first-year scholars leadership seminar.
  - Conduct regular meetings with scholars.
  - Facilitate scholar introduction to and engagement of campus leadership opportunities.
  - Monitor and support scholar academic development and success.
- Committee Involvement: Retention, Diversity, Act Six Steering, etc.
- Perform other duties as assigned.



#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated leadership competencies.
- Demonstrated knowledge of Microsoft Office programs including Word and Excel with data entry and database management experience.
- Strong verbal and written communication skills especially related to recruitment, training, and instruction.
- Demonstrated leadership training experience and budget management skills.
- Administrative skills with ability to manage multiple tasks with confidence and grace.
- Familiarity with effective use of social media platforms.
- Ability to network, connect, and build rapport well with all constituents on and off campus.
- Ability to direct diverse groups of people in high stress scenarios with an even temperament.
- Ability to maintain policies and procedures; working knowledge of Corban academic policies.
- Ability to anticipate needs in a team-based environment as well as be self-directed while working independently.
- Ability to define problems, collect data, establish facts and draw valid conclusions; interpret a variety of instructions, some technical in nature.
- Must be solution oriented and desire to serve students, staff and faculty in a variety of ways.
- Customer service oriented with ability to graciously react in a constantly changing environment.
- Strong attention to detail and accuracy and effective with basic research techniques.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree required; Act Six scholar alumnus preferred
- Minimum of 2 years working in student affairs and/or related fields
- Demonstrated ability to lead both students and adults
- Strength of experience in problem solving, leadership development, and multi-cultural environments
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

**WORKING CONDITIONS:** Traditional office environment with occasional evenings and weekends. Ability to respond to emergency situations as they arise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

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***To Apply***

**Interested Candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: [www.corban.edu/employment](http://www.corban.edu/employment)

Send or email to:  
Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503-375-7182