

## Sample Job Description for Director of International Student Ministry

The Word of God Tells Us:

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit. (Matt. 28:19)*

*"We are therefore Christ's ambassadors, as though God were making His appeal through us. (2 Cor. 5:20)*

To This End, The Director Shall:

1. Maintain a warm, friendly setting in which international visitors feel welcomed and free to participate in various hospitality activities.
2. Be open to the needs and interests of the international community and develop programs accordingly.
3. Offer cultural and spiritual growth opportunities.
4. Be directly responsible to the administrative pastor of \_\_\_\_\_ Lutheran Church.

Qualifications:

1. The Director shall be a disciple of Jesus Christ our Lord and Savior.
2. He/She should try to live in love and share that love of Christ and peace of our Lord with the Christian and non-Christian.
3. He/She should have
  - a. Administrative skills
  - b. Teaching ability
  - c. Small-group leadership skills
  - d. Theological training
  - e. A spirit of cooperation

Work Schedule:

1. He/She shall work a minimum of 20 hours per week.
2. The calendar shall be the same as the university calendar.

Vacations:

Vacation time will be four (4) weeks.

Salary:

Beginning salary will be \$xx,000 per year.

Education:

He/She will be encouraged to attend seminars, workshops and conferences for personal growth within the budget allocations. Classes within the college community are encouraged.

Volunteers:

1. Recruit and organize Christian volunteers to provide ongoing service to the international community.
2. Give recognition, support and encouragement to the volunteers in their ministry of sharing the love of Christ with the international community.