



## Hospitality Student Coordinator

Reports to Jamie Shores

Updated 12/15/23

### CM General Student Leadership Expectations:

- Bring pastoral care to the NU community
- Lead a Life Group
- Meet with Supervisor for one-on-one meetings
- Hold weekly office hours
- Help foster biblical community through leading personal, relational, congregational, and missional spiritual formation
- Assists in leading spiritual formation through various Campus Ministries programming
- Full CM General Student Leader Expectations [here](#)

### Position Summary

- Provides and ensures that the Chapel and Campus Ministries office are spaces of hospitality for the community and our guests

### Inspiring and Pastoral Leadership

- Provides leadership, oversight, and vision to all gatherings and volunteers
- Maintains exciting, welcoming, and spiritually focused chapel environment
- Helps foster the heart for congregational spiritual formation within the NU Community
- Meets one on one regularly with students to give pastoral care
- Assists in leading spiritual formation through various Campus Ministries programming

### Provides support to Hospitality, including any recruiting and promotion necessary to make these areas of ministry a success

- Oversees chapel greeting team for all gatherings
- Oversees keeping Campus Ministries office a hospitable place
- Ensures that the chapel is a hospitable place for the NU community and our guests
- Provides hospitality to guests
- Maintains upkeep of Chapel Green Room, lobby, and chapel alongside Gatherings Student Coordinator
- Gives administrative support to all gatherings, chapel scanning, and NU Connect through office hours; works alongside Gatherings Coordinator

### Hours & Scholarship

- 8 hours per week (on average)
- "This position will receive an 11% tuition scholarship. Based on the 2023-2024 tuition, this is \$3,909. Scholarship amount will be finalized upon offer, reflecting the 2024-2025 tuition."

**\*Aside from this job description, all Campus Ministries student coordinators must abide by the general Campus Ministries Student Coordinator Expectations, provided in the application materials.**