

Personnel Coordinator

Urbana 09 (Operations Team)

Position Description

Supervised by: Urbana Associate Director of Operations

Supervises: Staff Travel Coordinator

Status: Part-time (10-20 hrs/week 10/15/08-5/31/09); Full-Time (6/1/09-1/31/10)

Location: InterVarsity's National Service Center – Madison, WI

To advance the purpose of InterVarsity, this position will ensure the collection and organization of convention job requests and the assignment of convention staffing positions to InterVarsity staff, staff spouses, stewards & volunteers.

MAJOR RESPONSIBILITIES

Oversee the job assignment process:

- Develop Job Assignment System
- Identify Urbana 09 job managers/requestors
- Collect staff, spouse, steward and volunteer information from Thriva Registration system
- Ensure all eligible staff are registered
- Assign conference staff positions
- Coordinate & schedule onsite orientation meetings

Oversee staff travel:

- Supervise Staff Travel Coordinator
- Ensure the adequate arrival and departure of all InterVarsity staff, staff spouses and selected others

Contribute to the effectiveness of the Urbana Operations Team (UOT):

- Provide other services related to this position as necessary
- Partner effectively with other members of the Urbana team, working closely with the St. Louis Liaison to recruit and place volunteers
- Participate in UOT, Urbana Program and other pertinent Urbana meetings as requested
- Provide feedback to the UOT from constituencies within and without InterVarsity, particularly as this feedback impacts planning, decision making and problem solving
- Communicate UOT plans and decisions to constituencies within and without InterVarsity in a way that fosters understanding and partnership
- Travel to leadership meetings as needed

Ensure compliance with Associate Director of Operations guidelines:

- Submit requested reports to Associate Director of Operations on time
- Prepare a complete final report on the personnel area by the agreed upon due date

Maintain technical, professional, and spiritual growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary
- Develop and execute a personal development plan

Develop funding base with a target of raising 25% of personal budget (salary and benefits):

- Develop and manage a donor base
- Communicate with donors at least quarterly

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree preferred
- Attendance at a previous Urbana convention preferred

- Open to learning new concepts, methods and skills
- Demonstrated ability and commitment to work effectively in a diverse team environment
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop consistent procedures for doing work
- Ability to work under the pressure of deadlines
- Ability to organize people, events, and details
- Effective oral and written communication skills
- Ability to maintain accurate records and files
- Working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint)

Personnel Coordinator InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)