**Community Groups Coordinator**

**Global Student Programs & Development**

Be a part of this engaging and committed team as you work together to provide a safe identity-processing space for our global students who are seeking to engage more deeply in their own developmental journey. We are looking for caring and compassionate students who have a desire to sit with other students and listen to their stories, aiming to provide a supportive and encouraging community among people of similar backgrounds. As part of this team, you will be given the opportunity to impact your fellow global students by leading your own community group, and you will be equipped to do so by receiving training in specific skills to use when caring for and leading others.

**Mandatory Commitments for all Coordinators:**

**Meetings**

* Weekly 2 hour leadership development meetings with other Coordinators and Directors
* Bi-monthly one-on-one meetings with own Community Groups Intern team (according to your schedules)
* Bi-monthly one–on-one with Assistant Director (according to your schedule)
* Three All-Team meetings each semester
* Attendance and participation in *at least* 80% of Global Student Events

**Training**

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| **Dates** | **Commitments** |
| April 25, 2015 | All New Team Welcome Dinner |
| May 1 – 3, 2015 | Coordinator Spring Training (Away) |
| May 9, 2015 | All New Team Spring Training |
| Aug. 7-9, 2015 | Coordinator Fall Training (Away) |
| Aug. 10-14, 2015 | All Team Fall Training |
| Aug. 17-21, 2015 | UG Global Student Orientation Participation |
| Jan. 21, 2016 | Coordinators Winter Training |
| Jan. 22, 2016 | All Team Winter Training |
| Feb. 20, 2016 | SCORR Conference |

**Role:** The Community Groups Coordinator leads a team of several community group interns who are responsible for:

* Leading weekly community groups for global students
* Identifying the various stages of development of students and provide the necessary support and encouragement
* Liaise with Assistant Director in issues of student care

**Leadership Development:**

The Community Groups Coordinator receives mentoring and leadership training from the Assistant Director of Global Student Programs and Development. He/she supervises a team of several global students who serve as the community group leaders for the year. He/she intentionally takes part in the leadership and spiritual development of the Community Groups Team.

**Compensation:** $9/hour

**Time Commitment:** 10 hours a week

**Qualifications:**

* Currently enrolled at Biola University as an Undergraduate or Graduate student with a cumulative GPA of at least 2.5
* Identify with the global community
* Ability to professionally interact with and advise culturally diverse student leaders
* Sensitivity to cultural differences
* Strong oral and written English communication skills
* Willingness to learn and grow in an intercultural team!
* Technological proficiency
  + Bilingual language abilities *(preferred)*
  + Small group leadership experience *(preferred)*