



Job Title: Vice President of College Relations

Supervisor: President

Revised: April 2022

Position Summary:

This position is responsible for the general relations of MBC with constituents—both internal and external. Internally, it chairs the Student Life Committee, provides broad direction to student life, executes some aspects of student life, and oversees the Deans of Students. It also oversees the college's Enrollment and marketing personnel. Externally, this position oversees MBC's church relations, helps execute the local/regional recruitment strategy through representation and collaborates with the President to guide and execute the communication plan of the College.

Representation Responsibilities: (approx. 20 hrs. / wk)

- Represents the college to local/regional prospective students through engagements including but not limited to church youth groups, Bible camps, and home and Christian school groups.
- Represents MBC in the regional church through engagements such as pastoral visits, pulpit supply, retreat speaking, and camp speaking; and directs MBC's response to requests for services such as pulpit supply, a church conflict, or help with pastoral search.
- Represents MBC through participation in local ministerial groups and assists the board of directors in helping with representation in their localities.

Student Life Responsibilities: (approx. 15 hrs. / wk)

- As chair of the Student Life Committee, the VP of College Relations fosters a collaborative environment as the members work together to guide student life policy and culture as well as to care for the students in times of crisis or needed intervention. The chair oversees student life related disciplinary and grievance proceedings.
- As a member of the Student Life Committee, the VP of College Relations collaborates and delegates with the others to:
 - Oversee student safety via infrastructure evaluation (door locks, fire system, snow removal, etc.), and health monitoring and practices;
 - Interact as liaison for students or MBC with community leaders including law enforcement, local government, health services, and community service organizations as needed;

- Stay current on issues faced by today's students including technology, cultural trends, sexual expression, gender identity, and gender-specific challenges and ministry needs.
- Specific Student Life responsibilities are assigned to the VP of College Relations and the Deans of Students based on the assignment of the president according to giftedness and capacity. With current personnel, it is hoped that the next VP of College Relations will be able to oversee (while delegating many of the details to the Administrative Assistant(s), the RAs, and Student Activity Leadership Team):
 - The planning and execution of chapels;
 - Student life events;
 - The student life portion of each semester's Registration/Orientation;
 - MBC's annual Christmas Banquet;

Communication Responsibilities: (approx. 4 hrs. / wk)

- Broadly oversees and guides the public communications of the college and those staff members who execute them to ensure that the messaging is clear, articulate, truthful, and winsome. Such communications include the web site, social media, the Profile newsletter, and blogs.
- Oversees the internal communication of the campus community (e-bulletin, chapel and on-campus announcement screens).
- Coordinates with the President and other key staff members to execute the communication plan of the college.

Other Duties: (approx. 4 hrs. / wk)

- Participate in the College's discipleship program by discipling one to three students each semester;
- Manages budget for personal recruitment responsibilities and for MBC student life events;
- Other duties as assigned.

Competencies:

- Solid grasp of Scripture and agreement with the College's statement of faith;
- Love for students and eagerness to disciple them to maturity in Christ;
- Strong interpersonal skills – a team player and collaborator with the ability to work with others on complex and sensitive issues;
- The ability to multitask, manage time, plan, organize and execute;
- Affinity with and commitment to the College's relational philosophy of ministry;
- Strong written communication skills, especially the ability to write in an engaging and grammatically accurate fashion;
- Strong oral communication, preaching ability, and interpersonal relationship skills suitable for effective ministry in and relationship-building with the regional church;
- Exhibits solid Christian character, humility in personal/professional interaction, and a commitment to ministry;
- Member of a local church body.

Supervisory Responsibilities:

- Deans of Students
- Director of Student Engagement
- Director of Marketing and Technology

Education and Experience:

- Graduate degree strongly preferred in a coordinate field (i.e. pastoral, counseling, education, etc.);
- Youth ministry and/or pastoral experience;
- Team leadership / people management experience;
- Experience representing an organization to a broader public audience.