

Application Deadline: Monday, July 10th, 4:00 p.m. (MST)

Application Instructions:

1. Review this position description.
2. Complete the online application form: <https://goo.gl/forms/ueY0H3BNbDhSLbOq2>
3. Submit your resume or curriculum vitae to: HumanResources@iliff.edu

Current Iliff students are not eligible to apply for this position.

The Iliff School of Theology is an equal opportunity employer and strives to include diversity in its faculty and teaching, including racial, ethnic, gender, sexual orientation, and cultural diversity, and is committed to becoming a more globally conscious and globally connected community.

Title: Contextual Education Coordinator

Salary: \$40,000 full-time employment with benefits

Position Overview: The Contextual Education Coordinator position within the Office of Professional Formation (OPF) is responsible for coordinating: the administration of online and residential contextual education, student-centered and community partner communication, and event planning and management. This position reports to the Director of the Office of Professional Formation. All Office of Professional Formation staff and faculty support the department's five learning objectives:

- **Professional Formation:** Developing a professional identity, along with practices and ethics in relationship to diverse others within institutions and communities.
- **Personal Formation:** Deepening how one understands their personality and how they relate to others in ethical, effective, and healthy ways; and intentional focus on character development and self-care.
- **Spiritual Formation:** Embodying one's faith and core values through practice, including expressing respect for diverse spiritual/religious identities and traditions.
- **Cultural Capacity:** Analyzing one's engagement with and assessment of diverse social and organizational cultural contexts for increased agency and efficacy working towards social justice and peace.
- **Relational Capacity:** Cultivating and navigating diverse personal and public relationships.

Iliff School of Theology educates and develops leaders with courageous theological imaginations and, reflecting its United Methodist heritage and relationships, is committed to social justice, inclusiveness, and religious diversity. We transform the world by creating new and renewed local and global communities of inclusive justice by generating critical scholarship and engaging what is sacred. <http://www.iliff.edu/learn/the-iliff-experience/mission-vision>

Primary Responsibilities & Duties:

- **Contextual Education Coordination (60%):**
 - Student-centered communications with diverse residential and online students for asset-based student support within contextual education components of three professional degrees: Masters of Divinity (MDiv), Masters of Arts in Social Justice & Ethics (MASJE), and Masters of Arts in Spiritual & Pastoral Care (MAPSC).
 - Construct, troubleshoot, and maintain online platforms for learning and communication.
 - Develop and maintain efficient and confidential electronic systems for departmental records, and coordinate OPF course enrollment and Learning Management System (LMS) in consultation with Iliff Registrar, IT, and Academic Advising.
 - Engage in regular on-going collaborative evaluation.
 - Responsible for submitting departmental requisitions, record keeping, and supporting the Budget Officer (OPF Director).
- **Community Partner Communications (25%):**
 - Develop and maintain departmental communications and relationships with diverse community partners across sectors, and administer constituent relationship management system for department.
 - Responsible for coordinating departmental social media, communications, and internal and external web presence in collaboration with Iliff's Communications and IT departments.
- **Event Planning & Management (15%):**
 - Responsible for departmental calendar, events, trainings, and campus visits by community partners: scheduling, planning, coordination, event management, and stewardship-focused budget development and oversight.
 - Event support for annual and one-time major Iliff events (e.g.: Renewal Conference, institutional anniversaries and special events, etc.).
 - Participation and leadership on Iliff's staff-led Community Engagement Group (CEG), which focuses on building community and a culture of celebration within Iliff.

Required Qualifications:

1. Education & Work Experience:

- a. Bachelor's degree in a relevant field with at least 3 years of related/translatable work experience.
 - i. Relevant degree fields: higher education administration; contextual education or community-engaged learning; community development or relations; community organizing, social change/justice; theology, divinity, or religion; social work, etc.
 - ii. Related fields for work experience: higher education—administration, contextual education, community-engaged learning, graduate-level internships and/or Clinical Pastoral Education (CPE); community relations, administration; social work, etc.

2. Applied Values:

- a. Ability to support students entering ministry who have experienced marginalization because of their identities, including: Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA) individuals; persons of color; women; differing abilities; and the intersection of these identities.
- b. Commitment to embodying social justice and inclusivity values in their work.
- c. Ability to align work with departmental and institutional strategic goals, and to contribute toward the development of healthy institutional cultures (i.e.: build public relationships with diverse colleagues, assume the best of others, directly address disagreement/conflict, etc.).

3. Work Style:

- a. Experience working with diverse people and cultures utilizing: inclusive language, ability to understand diverse lived experiences, active listening, oral and written communication skills.
- b. Ability to work independently on projects with minimal supervision, as well as collaboratively as a member of the team within and across departments.
- c. Critical analysis and organizational skills.
- d. Curiosity, and ability to identify, explore, and learn new technologies as they emerge.

4. Technology & Communications Capacities:

- a. Ability to manage confidential information professionally and in accordance with FERPA regulations.
- b. Strong skills and experience developing, designing, and maintaining interactive online spaces and with web-based editors (e.g.: Graphical User Interface-based (GUI) site design or “turnkey” tools—coding not required).

Office of Professional Formation Position Announcement

- c. Experience with in-person and online training.
- d. Ability to use Google Suite to manage and collaborate with internal and external colleagues, and interest in exploring and implementing Add-ons to create more efficient workflow and communications.
- e. Experience with survey design, delivery, data analytics, and visualization for departmental and institutional internal and external assessment and reporting.
- f. Basic knowledge of ability to apply principles of accounting including tracking and use of debits, credits, and general ledger.
- g. Experience in both small- and large-scale event planning and management as event lead.
- h. Ability to operate office and event-specific technology (e.g.: photocopier, A/V (microphone, projector, video camera, etc.)).

Preferred Qualifications:

- Master's degree in a relevant field (see above).
- 3+ years of relevant professional experience in higher education administration
- Professional experience with: graduate-level internships, contextual theological education, and/or community-engaged pedagogy within higher education.
- Familiarity with relational community organizing and asset-based methods and practices of leadership and community development.

Work Environment & Physical Requirements:

Work is performed in an office environment, with access to adjustable seated or standing desk. Non-routine assignments may be performed under the general direction of the Director of Office of Professional Formation. Early mornings, evenings, and weekend hours are required for departmental trainings and events. Regular independent travel primarily in Metro Denver, some Colorado statewide travel, and occasional national travel required. Light physical activity including occasional bending, squatting, standing, walking and lifting lightweight materials up to 35 pounds.