



African Christian University Available Position

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| Job title | <i>Student Labour Programme Director</i> |
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Job Description

The Director of ACU's Student Labor Program (SLP) is critical to the overall educational purpose of the institute. The SLP Director will oversee all SLP disciplers, staff and laborers (employees), educational oversight and collaborative academic affairs, students, labor activities, business and ministry projects and their developments, financial dealings, human resources and employee or student disciplinary matters, marketing, promotions and public relations. These oversight responsibilities will involve organizing personnel to assist with the required tasks.

Duties and responsibilities

- Oversight of all SLP employees and educational oversight and collaborative academic affairs includes establishing committees for recruiting of the disciplers, staff and laborers. This also includes assisting in development programs for these individuals in collaboration with the overall educational development objectives of ACU. Management of integrating the overall ACU educational endeavors with the SLP educational endeavors will further require collaborative efforts with academic faculty, the Seminary, the Chaplain and other offices, as required.
- Oversight of students in the SLP involves managing the interaction of students with disciplers and labor projects that would be most beneficial to their personal development. This will require periodic meetings with student mentors (assigned professors), the Academic and Student Deans, the supervising disciplers and the students to customize the discipleship experience of each student in the SLP.
- Oversight of the labor activities, business and ministry projects and their developments requires the ongoing appraisal of campus, program, business and ministry needs of ACU to investigate, plan and manage SLP developments; then organizing SLP stations to cover the assignment of students to fill all of the labor needs. This also includes the oversight management of all SLP stations through designated personnel channels, as required.
- Oversight of financial dealings involves the budgeting, resource development, allocating funds and financial accounting for all SLP operations.
- Human resource oversight involves the hiring, management, payments, benefits, development, performance evaluation, advancement and termination of all SLP personnel (disciplers, staff and laborers). This will also require the management of employee or student disciplinary matters in conjunction with the Academic and Student Deans or other offices as appropriate.
- Marketing, promotions and public relations oversight involves working with ACU's Executive Director office, the Development Office, the Alumni Office, the Communications Office and the Public Relations Office in order to market and promote the SLP and its discipleship and beneficial role to the overall ACU education and student development purpose. This may also entail oversight of media relations and contingency operations.
- Act as the ACU SLP ambassador to promote the importance of the SLP to the overall educational endeavor and to develop partnerships with donor organizations, government, business, other academic establishments, churches and international entities that may enhance and advance ACU's objectives.
- Function as part of the overall ACU Management Team to bring cohesive effort to ACU's vision, mission and educational philosophy. This especially involves a close working relationship with the ACU Executive Director.
- Assist in budget planning and ACU development plans in collaboration with all necessary ACU offices.
- Attend regularly scheduled meetings for faculty/staff development.

Qualifications

- Adherence to the doctrinal distinctives affirmed by ACU
- Masters degree preferred, or extensive experience

- Excellent verbal and written communication skills
- Ability to work as a leader and as part of a team
- An evident passion for discipleship