



Position: Student Services Coordinator

Supervisor: Director of Enrollment

Time: 50% FTE (with potential 10% increase)

Pay range:

Anticipated start date:

Application review begins immediately and will continue until the position is filled.

Job Summary:

Oversees the student support services for all AMBS students, including international, campus and distance students. Leads the student services team to develop a systems approach to student services as well as address unusual or crisis care student needs as they arise. The student services team includes the Academic Dean, Registrar, Campus Ministry/Campus Care Coordinators, Vice President for Administration, Financial Aid Specialist, and Director of Enrollment.

Responsibilities

Student Services and Retention

Coordination of Student Services

- Convene the student services team to coordinate a system of support for the physical, spiritual and mental health of all AMBS students.
- Coordinate with the office of the dean, registrar, business office, and financial aid to address situations when unpaid balances put students' continuing enrollment at risk.
- Coordinate student satisfaction systems, and implementation of student services initiatives and programs designed to maintain and promote the well-being of students.
- Effectively communicate with various departments such as the Registrar, Housing, Maintenance, and Human Resources that perform significant functions in support of the AMBS student experience and services.

Student Orientation and Resources

- Help new students orient to campus and AMBS at the beginning of each academic year, or at the beginning of their enrollment. Provide campus tours, and connect students to resources for health care, banking, school registration for dependents, and other resources as needed.
- Maintain a student resource list and provide this list to students for guidance on resources and services available for various needs.
- Coordinate posting of student employment opportunities. Provide hiring managers with applicant logs and information needed for the hiring process. Forward employment

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papers to hired students and provide them with contact information for HR so that they can complete the paperwork.

- Coordinate student committee placements at the beginning of the academic year.
- Call student meetings, as needed.

International Student Support

- Coordinate international student orientation.
- Oversee international student health insurance coverage and compliance.
- Establish and coordinate activities directed toward international students, and their specific needs.

Campus Life

- Coordinate new student interviews midway through Semester 1 (usually in October) to check in on student wellbeing.
- Assist with various campus life activities and programs.

Qualifications

- Bachelor's degree required, graduate degree preferred, especially one in social work or pastoral ministry
- Strong and effective communication skills - interpersonal, written, and spoken.
- Strong intercultural competence desired.
- Ability to work efficiently and accurately, with attention to detail.
- Proficiency in Microsoft Office, Google Drive, Populi or related education database.
- Ability to establish rapport with students, and maintain confidentiality.
- Ability to initiate appropriate work, and manage multiple assignments simultaneously.
- Familiarity with Mennonite Church USA and/or Mennonite Church Canada preferred
- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and supportive of the mission of AMBS.

AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees.

Committee Participation

- Admission Team Committee
- Staff Meeting
- Housing Committee
- ICUR Committee
- Other committees as assigned

Condition of Employment:

Annual memo of agreement will be written for this position. Performance reviews will be conducted every third year of employment with a view to reappointment. The job description will be reviewed and/or revised as deemed appropriate.

Hiring Policy & Anti-discrimination statement

AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any legally protected status. Commitment to AMBS's mission and support of its Anabaptist and ecumenical vision are important.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

Updated May 2022

To apply

Please submit: resume - cover letter - 3 references to:

Steve Norton, Assistant Director of HR/Payroll:

hr@ambs.edu

Women and other underrepresented groups are encouraged to apply.