

# Campus Connect Outreach Assistant

## Position Description - 2021

### Job Information

Classification: Seasonal, part-time hourly, approximately 15 hours per week, non-exempt

Dates: Monday, May 17 to Wednesday, August 18 (some flexibility available)

Work Schedule: Monday to Wednesday, 9am to 2pm or similar

Compensation: \$12 per hour

Reports to: Campus Pastor & Director

### Position Summary

In Fall of 2021, nearly 9,000 new students will arrive at UW-Madison and countless others will arrive at schools across the country. The Outreach Assistant strives to connect students beginning college with campus ministry sites across the country.

The outreach assistant works on behalf of campus ministry in our synod and across the ELCA to gather names and contact information for college students from the 146 congregations of the South-Central Synod of Wisconsin. Student information is then provided to ELCA campus ministries across the United States.

The preferred work schedule will be Monday to Wednesday, 9am to 2pm or similar, but some flexibility is available. Work will be done on site. At least one weekly check-in meeting with LCM staff will be required, as will be thorough documentation of calls and emails.

Daily activities will include:

- Making telephone calls to congregational secretaries, pastors, and youth ministers to solicit information on college and university students.
- Sending follow-up information to congregations via email.
- Receiving information from congregations and completing data entry.

### Qualifications

Required:

- Strong oral and written communication skills, friendly and helpful demeanor
- Current university student or recent graduate who has been involved in Lutheran Campus Ministry at UW-Madison or another campus ministry site.
- Ability to manage information, set deadlines, and work with minimal supervision.
- Willingness to work in a position that includes a large number of telephone calls on a daily basis.