



Title: Student Life Coordinator
Report to: Head of Logic & Rhetoric School

Spiritual Qualifications:

- Have received Jesus Christ as his/her personal Savior and believe that the Bible is God's Word and standard for faith and daily living.
- Possesses personal humility.
- Be a Christian role model in attitude, speech, and action toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Be a Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith.
- Be spiritually mature and consistently maintain a daily devotional and prayer life.
- Lead, in a godly manner.
- A credible parent whose children are under control, respectful, and obviously loved.
- A success in maintaining healthy, harmonious relationships in and out of the home.
- An overseer who has the ability to see the big picture and evaluate policies and actions considering the UMS vision.
- A person who is given to prayer and able to pray with others as a ministry.

Qualifications:

- Ability to work well independently and on several projects concurrently
- Possess excellent communication, organizational, and creative thinking skills
- Strong management skills, including but not limited to the ability to encourage and build lasting relationships
- Excellent written and oral communication skills
- Demonstrates strong initiative with the ability to organize, prioritize, solve problems, and maintain attention to detail.
- Bachelor's degree in Education, Christian Ministry, or a related field (preferred).
- Prior experience in student activities, event planning, or youth ministry. Familiarity with classical Christian education is highly desirable.

Working Conditions

- Requires a flexible schedule to accommodate events outside of regular school hours, including evening/weekend events as required.
- Reports to campus regularly and maintains a visible, accessible presence among students.
- Involves moderate physical activity during event setup and participation

Essential Duties and Responsibilities:

The Student Life Coordinator is responsible for managing all student life activities while effectively interfacing with students, teachers, parents, and staff in a biblical manner. Student activities provide opportunities for young men/women to experience the satisfaction of sacrificial effort, the dynamics of teamwork, and the bonds

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of friendship forged out of difficult tasks accomplished together. Activities serve to build upon and maintain a positive student culture aligned with the mission and vision of ACA.

Responsibilities Include:

Student Activities & Events:

- Plan and oversee student events including retreats, class trips, clubs and other co-curricular programs, and celebratory gatherings (e.g., spirit week, house competitions, pep rallies, or graduation-related activities).
- Oversee student leadership initiatives, including mentoring the house system (student government) or similar organizations.
- Oversees the ACA House System along with its traditions, collaborating with both staff and student house leaders, promoting participation across all schools, and managing all house meetings and events.
- Partner with faculty and parent volunteers to execute student life events smoothly.

Student Support, Engagement, and Spiritual Formation

- Partner with school leadership to integrate Christian principles and classical values and uphold the school's mission into all student life activities.
- Encourage a Christ-like community by modeling biblical character and fostering a culture of virtue and respect.
- Serve as a mentor and role model for students, promoting a Christ-centered approach to leadership, relationships, and service.
- Establish strong relationships with students to provide encouragement and guidance in their personal, spiritual, and social growth.
- Monitor student involvement in activities to ensure inclusivity and promote a sense of belonging within the community.
- Work closely with academic and administrative staff to address student concerns and foster positive behavior and ensure a holistic, student-centered approach.
- Support the spiritual formation of students through chapel planning, service projects, and mentoring.

Administrative Duties

- Foster and maintain relationships with ACA alumni by managing the alumni database and communicating with them regularly.
- Develop and maintain an annual calendar of student life activities in coordination with the administrations, taking into consideration the overall school calendar and maintaining balance.
- Communicate effectively with parents, students, faculty, and staff regarding upcoming events, expectations, and opportunities for involvement in student life.
- Manage student life budgets, permissions, and logistics for all events in coordination with the administration.
- Ensure all student activities comply with school policies and safety standards and contribute to a consistent culture of discipline and grace.
- Coordinate with the marketing team and social media coordinator to provide photos and videos of student life events and activities.
- Flexible scheduling aligned with the University-Model® calendar.