



# Spiritual Life Coordinator

*Associated Students of Whitworth University*

**Purpose:** The purpose of the Spiritual Life Coordinator is to nurture the spiritual well-being of the Whitworth University community. This role is dedicated to organizing events, programs, and initiatives that encourage spiritual growth, interfaith dialogue, and a deeper understanding of personal and communal faith journeys. The Spiritual Life Coordinator supports ASWU's commitment to holistic student development and the integration of faith and learning.

**Position Instruction:** The Spiritual Life Coordinator will receive pay based on an 8.5-month, part-time position requiring approximately 8 hours per week. Employment begins at 9:00am August 25, 2025, which is the start of fall orientation/training and will conclude at 5:00pm, May 11, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct. Additionally, mid-semester retreats will typically occur each semester. Coordinators are required to attend these events.

- Fall Semester responsibilities extend through Monday December 8th.
- Spring Semester responsibilities extend through Monday May 11th.

## Qualifications

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- Knowledge of Whitworth's doctrinal foundation and Christian heritage and demonstrates passion for campus experiences of spirituality and faith.
- Knowledge of faith traditions beyond mainline Christianity and the desire to support those traditions through campus programming.
- Ability to develop creative programs designed to attract a variety of students to engage in faith-based events.
- Excellent time management, communication and organizational skills including a commitment to prompt and professional follow-through with stakeholders.
- Ability to creatively develop, promote, implement, and evaluate all aspects of faith and spirituality projects.
- Fiscally responsible with demonstrated competence in managing a budget.
- Strong networking skills to leverage resources within the Whitworth community and the city of Spokane.
- Ability to speak value into Whitworth's evangelical, ecumenical, and reformed identities by promoting relational grace and reconciliation between all members of the Whitworth community, by demonstrating a knowledge of various denominational and faith traditions by also demonstrating a capacity to engage in meaningful dialogue concerning the place of those traditions on Whitworth's campus, and by allowing the life and ministry of Jesus of Nazareth to inform the focus of work.
- Ability to communicate inherent worth and dignity in all individuals with intentionality and purpose.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including Teams and Outlook.

- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

## Tasks and Responsibilities

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### Responsibilities

- Act as the liaison between ASWU and the Campus Ministry Staff by regularly connecting with Campus Ministry staff, providing a student voice for spiritual life on campus. As needed, collaborate with faculty to participate in events to further the goals of student faith and spirituality.
- Meet with the Campus Pastor for Discipleship and Residence Hall Ministry at least once a month to discuss programmatic responsibilities, liaison duties with the Campus Ministry Coordinator (CMC) program, and other Student-Life related issues.
- Utilize the ASWU provided budget to collaborate with Whitworth's Campus Ministry to facilitate community engagement activities. Minimum of 1 event per month (or a total of 6-7 per year).
  - Examples include (but not limited to), one-on-ones with community members, supporting chapel events, support and engage CMC, campus ministry and ASWU events.
- Attend and participate with Campus Ministry Coordinators.
- Attend and participate in at least two campus ministry events each week.
- Manage financial accounts and coordinate event costs within the budget.
- Maintain 3 office hours within your office per week. This time is spent preparing for your events. Additionally, it is important to spend time in the office engaging colleagues, constituents, and supervisors.
  - Your total weekly work hours can be dedicated to engaging constituents across campus. Coordinate with your supervisor and the ASWU Program Coordinator to determine your work schedule.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.).
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed.

### Represent Whitworth Students

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

### Integration with Other Leaders

- Work with the assembly, as needed, to coordinate the needs of your events.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

### Member of the ASWU Staff Team

- Attend all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events

- Serve on at least one ASWU approved committee.
- Attend and participate in all orientations, training sessions, meetings, GE 330H (fall and spring) and retreats.
  - GE 330H: Attend and participate in the Campus Ministry Coordinator and ASWU GE courses, alternating each week. Work with your supervisor to register for one of the sections.
- Perform any other duties as requested by the Assistant Dean, Student Life Program Coordinator and/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs.

## Compensation

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Compensation will consist of a stipend. You will receive a stipend payment of \$282.35 twice each month beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work as a coordinator during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).