

Student Conferences Transportation Administrator

Objective To give every international student on the campus the opportunity to hear and respond to the Gospel and to disciple them in their faith and prepare them for future ministry by providing national student conferences produced by ISI, such as NGO GO, TRUE Leadership, or World Changers. This does not include local or regional student conferences.

Spiritual Characteristics

- Person of prayer
- Teachable spirit
- Person of spiritual maturity and committed to personal spiritual growth
- Maintains involvement with a local church/body of believers.

Educational/Experience Qualifications

- College graduate (minimum of a bachelor's degree preferred), equivalent secular experience relevant to position, or equivalent experience in international student ministry required
- Ordination or commissioning is highly recommended and can be pursued after assuming the position.

Desirable Capabilities

- Has a heart for the spiritually lost
- Encouraging and helpful to others
- Uses discernment and strong interpersonal skills
- Strong organizational skills
- Excellent communication skills
- Committed to evangelism and discipleship
- Exhibits a positive and professional manner
- Strong defender of confidentiality
- Respectful of authority structures
- Ability to work in stressful situations
- Team Player
- Flexible.

Responsibilities

- ISI is registered as a church under US tax laws. All ISI staff should preach and teach the Word of God through their actions, and when appropriate, in word. ISI authorizes staff to perform various ministry functions including, but not limited to, leading Bible studies, praying, leading international student clubs/gatherings, planning/directing or supervising the ministry activities of others, and planning and developing the content of religious or other activities and events with students and other ISI partners and participants, while maintaining alignment with ISI's Statement of Faith. When appropriate, they may

perform sacerdotal duties, such as officiating for baptisms, weddings, funerals, and the administering of Holy Communion.

- Be faithful, loyal, and dedicated to ISI's national identity and mandate from the Lord to reach all international students for Christ
- Adhere to the ISI Mission and Vision Statement and Moral Conduct Policy
- Develop donors and raise funds for support of salary and expenses of this position
- Research, organize, and arrange transportation for speakers, students, and staff or volunteer team members to the conference venue, airport, and offsite activities, ensuring vendors are reputable and comply with legal and insurance requirements.
- Work with the Speaker Administrator to determine the transportation needs of conference speakers
- Work with the Student Conference Team Leader to determine the transportation needs of students, staff, and volunteers
- Coordinate and communicate with transportation vendors as necessary to arrange methods of transport to meet all needs
- Coordinate with the Student Conference Team Leader and Financial Administrator to budget line items specific to the transportation needs for the conference
- Consult Finance Administrator and Team Leader (or Student Conferences Coordinator if no Team Leader) regarding any contracts necessary to engage vendors for service related to a student conference
- Attend full team meetings as planned by the Student Conference Coordinator and/or Team Leader
- Pray for the entire student conference team regularly and faithfully
- Coordinate with the Student Conference Team Leader and Financial Administrator to budget line items specific to the coaching needs for the conference
- Consult Finance Administrator and Team Leader (or Student Conferences Coordinator if no Team Leader) regarding any contracts necessary to engage vendors for service related to a student conference
- Communicate regularly with the student conference administrators about the progress of the conference
- Other duties as assigned.

Classification: Exempt (from overtime, salaried)

Reports to: Student Conferences Coordinator
Supervises: None

Administrative Use Only

Paycom Level: SL001, Administrator – Fld

PO Box C, Colorado Springs, CO 80901, 719.576.2700

ISIApplicationProcess@isionline.org

www.get2knowisi.org

www.internationalstudents.org