

## **Alpha Coordinator (AC)**

### Office of Orientation and Transitions

#### **Applicant Criteria**

- ✓ Alpha Leader position experience
- ✓ Have a minimum cumulative and semester GPA of 2.5
- ✓ Be enrolled as a full time student at APU during the term of service
- ✓ Eligible applicants will be required to obtain a Class B Driver's License
- ✓ Complete the AC Selection Process and Application Requirements
- ✓ Be able to demonstrate a personal relationship with Jesus Christ

#### **Requirements for Application**

- ✓ Submit an online application and supporting documents to the Office of Orientation and Transitions
- ✓ Schedule a personal interview with the selection committee

#### **Length of Contract**

The AC position begins in January and concludes that following December.

#### **Compensation**

Although the AC position is a volunteer position, each AC will receive 30 university service credits for participation in the Bridges program. ACs will be provided with meals during all training periods.

#### **Position Description**

The AC assists in the management, coordination, and implementation of the Alpha program. As a representative of the university, the AC represents both the department and the institution as a member of the Orientation and Transitions paraprofessional staff. The AC is expected to serve the Alpha Leaders by leading, teaching, and keeping them accountable to their positions and to a worldview that seeks to honor God.

The AC will be responsible for, but not limited to the following:

50% Serves, mentors, provides accountability, and develops relationships with Alpha Leaders both individually and as a group, and creates an environment within Orientation that enhances a sense of belonging and commitment to the Azusa Pacific University community. The AC assists in orienting students to their living area, the APU campus, and the neighboring community, helping new APU students to access necessary resources on and off campus.

25% Attends and participates in all training sessions, conferences, and weekly staff and group meetings.

15% Participates in the Alpha Leader interview, hiring, and selection process.

10% Attends to various administrative responsibilities within the Office of Orientation and Transitions.