



Oasis- Vice President for Administration
Job Description
2024-25

Position Overview:

The Oasis Vice President for Administration will be responsible for curating and organizing resources for the student body, reserving spaces for events & meetings, taking notes at meetings, collecting/organizing supplies, setting up events, closing the year/yearly transition, and managing the budget.

Advised by: Faculty Mentor and Dean of Students/Student Engagement

Time Commitment: Nine-month position corresponding to the academic year. Average of 8 hours per week during the academic year. During August and January training, you are expected to be fully available during those weeks (see dates below).

Compensation:

\$1,700 (paid over 16 periods through the academic year)

Position Stipulation: Students who intend to hold another student leadership position or part-time job will need to obtain approval from your supervisor. In compliance with federal law, international students on an F1 visa cannot exceed 20 hours of work per week.

Minimum Requirements & Qualifications:

- At least one semester of full-time enrollment at Trinity before the leadership role begins.
- Hold a required minimum 2.5 cumulative GPA
- Demonstrated Christian commitment to justice, humility, and love.
- Show expressed interest in leading students in building community, connections, and understanding related to questions of gender identity and human sexuality on Trinity's campus.
- Ability to show an expressed commitment to campus diversity and unity.
- Communicate about who and what Oasis is to the broader campus community.
- Meet at least twice a month for one hour to plan meetings and events
- Be present at all Oasis meetings as events
- Host two Oasis meetings per month as well as at least one wider campus event per semester.
- Demonstrated commitment to the mission and values of Trinity Christian College.
- Strong work ethic and dedication to uphold the position description and leadership expectations.

Role Responsibilities:

- Curate and organize resources for the student body
- Manage administrative needs of Oasis such as room reservations, take meeting notes, set up events, and manage leadership transitions
- Build connects with Oasis students
- Collaborate with key campus partners such as SGA and the Multicultural Leadership committee
- Create methods to receive feedback about Oasis

Training Requirements:

- **August Retreat/Training:** Oasis student leaders are expected to have complete availability from mid-August (exact dates to be communicated before the end of the spring 2024 semester) to the first day of fall classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8 AM to 10 PM each day.
- **January Retreat/Training:** Oasis student leaders are expected to have complete availability from early January (exact dates to be communicated before the end of the spring 2024 semester) to the first day of spring classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8 AM to 10 PM each day.
- **Shared Student Leadership Training:** Plan to attend 2 to 4 training opportunities each semester. These will range from student leader specific trainings to conferences and development opportunities on campus.

Additional Requirements:

- Attend regular 1-on-1 meetings with one of your designated advisors
- Participate in regular Oasis executive team meetings
- Participate in gatherings, meetings, and events hosted by cultural organizations.
- Attend Chapel once per week
- Return to campus in mid-August for training and new student welcome.
- Participate in department-wide trainings, meetings, and events
- Be active in the life of the College, offering support and energy to student activities and residence life programming, athletic events, and other student life activities.

The Covenant for Student Leadership is offered to student leaders who accepts a position in this department. The document provides further expectations and conditions of employment as part of their position agreement.