



## Room for Doubt Temporary Project Manager

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Department: University Advancement

Work Schedule: up to 20 Hours/week, including weekend hours

Job Status: Temporary Part-Time, Non-exempt

Temporary Employment: 6 months to a year in 2017

Reports To: University Advancement

Travel Required: Essential travel; varies depending on conference schedules

Positions Supervised: None

### POSITION SUMMARY

The Room for Doubt Project Manager manages the Room for Doubt project under the supervision of the LCU Advancement Department to include all phases of marketing and distribution of the materials to church and parachurch leaders, including those whose ministry focuses on youth.

### ESSENTIAL FUNCTIONS

- Oversee the Room for Doubt project including the following:
  - Synchronize program efforts with the Room For Doubt Coordinator
  - Manage the marketing plan developed in collaboration with the LCU team
  - Provide oversight with the website development
  - Continue to package the materials, especially for the six-week series, in ways that are most effective
- Make personal contacts with key leaders in churches and parachurch ministries to encourage their interest and purchase of program materials
- Gather useful feedback from churches using material to foster ongoing relationships
- Travel as needed to various conferences to promote the Room for Doubt material
- Meet goals established by the Advancement team
- Accept as true LCU's Statement of Faith and support LCU's mission, vision, core values and philosophy of education
- Adheres to all University policies faithfully including the Employee Handbook, and lives above reproach
- Participate in the spiritual life of campus (including employee fall retreat with worship service and chapel attendance)
- Encouraged to lead spiritual events and engage in mentoring students
- Attends campus employee meetings as scheduled
- Fulfills other duties and projects as assigned

### POSITION QUALIFICATIONS

- Commitment to the mission and vision of the University
- Strong administrative and detail-oriented skills
- Ability to multi-task, manage, and prioritize multiple projects and work independently and

collaboratively

- Exceptional interpersonal, verbal, and written communication skills, especially with key leaders in churches and parachurch ministries
- Ability to work some irregular hours, evenings, and weekends as requested
- Must be able and willing to travel, including some overnight
  - Must have current driver's license, acceptable driving record and be able to travel on aircraft

## SKILLS & ABILITIES

- *Education:* Bachelor's degree from a four year accredited college or university required
- *Experience:* Demonstrated interpersonal and communication skills experience preferred
- *Computer Skills:* Proficiency in working with computers, word processing, Excel and website management

## PHYSICAL DEMANDS

### Physical Abilities

Stand:	F (Frequently)
Walk:	C (Constantly)
Sit:	C (Constantly)
Reach Outward:	C (Constantly)
Reach Above Shoulder:	O (Occasionally)
Climb:	N (Not Applicable)
Crawl:	N (Not Applicable)
Squat or Kneel:	F (Frequently)
Bend:	F (Frequently)

### Lift /Carry

10 lbs or less:	C (Constantly)
11-20 lbs:	O (Occasionally)
21-50 lbs:	O (Occasionally)
51-100 lbs:	N (Not Applicable)
Over 100 lbs:	N (Not Applicable)

### Push / Pull

12 lbs or less:	O (Occasionally)
13-25 lbs:	O (Occasionally)
26-40 lbs:	O (Occasionally)
41-100 lbs:	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## WORK ENVIRONMENT

- Office setting
- Various campus and conference environments
- Local church settings