

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Church Internship Coordinator
<b>DEPARTMENT</b>	Religious Studies
<b>CATEGORY</b>	✓ Hourly <input type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	IC 2
<b>REPORTS TO</b>	Chair, Religious Studies
<b>LAST REVISED</b>	June 8, 2026

### **POSITION SUMMARY**

The Church Internship Coordinator will provide logistical support for the Religious Studies department in planning and implementing the Field Experience program for church internships. This role supports student preparation, placement and documentation while strengthening partnerships with church conferences and local congregations.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinate student internship/practicum placements with church conferences, mentor pastors and the Center for Community Change.
- Work with local churches to secure appropriate housing for students.
- Interview, advise, and prepare students for their internship/practicum experience
- Promote the Field Experience program and prepare required reports for departmental, grant, and accreditation purposes.
- Manage administrative tasks including email communication, application processing, scheduling and record-keeping.
- Ensure all placements comply with institutional policies and conference requirements.
- Maintain positive working relationships with students, pastors and conference leaders.

### **JOB STANDARDS AND REQUIREMENTS**

#### **EDUCATION/TRAINING**

- Bachelor's degree preferred; a background in Religious Studies, Education, or a related field is an asset.

#### **EXPERIENCE**

- Minimum 2 years of administrative experience

- Experience working with church entities preferred
- Experience working with grant-funded programs an asset

**SKILLS**

- Proficiency in Microsoft Office Suite.
- Strong organizational and communication skills.
- Ability to handle confidential student information with discretion.
- Detail-oriented with a focus on accurate record-keeping and program tracking.
- Demonstrated ability to advise and support diverse student populations with empathy, discretion, and professionalism.
- Ability to work both independently and collaboratively within a team environment.

**PERSONAL**

- Professional, responsive, and positive work attitude
- Manual dexterity is required to use the desktop computer and peripherals
- A commitment to student development in accordance with the institution's mission and values.
- An active member of the Seventh-day Adventist Church and passionate about Adventist Education

**HOURS OF WORK:**

15–20 hours per week (part-time, non-exempt)

**PAY RANGE:**

\$23.54 - \$29.12 per hour