



## Two Student Researcher Positions for AMBS/Calvin Institute of Worship Grant Project

**Department:** Calvin Institute of Worship/AMBS Grant Project

**Supervisor:** Rebecca Slough

**FTE: or Hours:** 10-15 hours a week for four to six weeks

**Pay:** \$22.00 per hour

**Anticipated start date:** June 1, 2021

**End date:** August 1, 2021

Application review begins immediately and will continue until the position is filled.

### Summary:

Two student researchers will **search for** and **locate** visual art created by Anabaptist/Mennonite artists from various cultural traditions; they will **evaluate** the work for its appropriateness for congregational worship and worship spaces. Results from the research and evaluation processes will be utilized on the Together in Worship website. Researchers will **meet for regular check-ins** with Rebecca Slough to orient and coordinate their work; otherwise, they will work independently.

### Responsibilities and duties:

- Participating in an orientation for the grant project and the research work, including intercultural realities.
- Searching online or using other information sources for visual art created by Anabaptist/Mennonite artists from various cultural heritages.
- Communicating with artists about their work and the possibility of partnering with the Together in Worship website
- Evaluating, in collaboration with other researchers and supervisor, the appropriateness of the art work for congregational worship and worship spaces
- Keeping up-to-date and accurate research records

### Qualifications and skills:

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Possess a working knowledge of the purpose and character of Christian worship
- Demonstrates enthusiasm for exploring the possibilities of expanding the place of visual art in Anabaptist/Mennonite worship



- Works productively on research tasks alone and in collaboration with artists, the other colleague, and supervisor
- Demonstrates good communication skills in speaking and writing, including following up with artists, colleague, and supervisor in timely and clear ways.
- Demonstrates proficiency in doing online research and using email, Google Docs, and Trello

### **Hiring policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*\*\*\*\*HR or Student Services Internal Note\*\*\*\**

*Date description was written/updated: April 9, 2021*



## Job Description Guidelines

### JOB TITLE

- Make job title specific and use formal position title.
- Use precise key phrases that accurately describe the position.

### JOB SUMMARY/OVERVIEW

- Provide a brief, four-sentence description of the role, basic information including percentage of time, what success in the position looks like, and how it fits into the organization overall. This text will be used for sharing the job posting in platforms such as eNews, bulletin announcements, and social media.

### RESPONSIBILITIES AND DUTIES

- List the essential duties required to perform the requirements.
- List them in order of importance.
- Use complete sentences.
- Start sentences with verbs.
- Use present tense.
- Use gender-neutral language.

### QUALIFICATIONS AND SKILLS

List the following in order of importance as determined by the hiring manager or committee:

- Education level
- Specific skills
- Intercultural competence skills (use wording on template)
- Commitment to undoing racism (use wording on template)
- Personal characteristics
- Certifications
- Licenses
- Physical abilities
- Hard and soft skills

**Please make sure you use the AMBS Job Description Template.** Both the template and guidelines are in the Human Resources Office. Send employee positions to the Assistant Director of Human Resources for approval; send student positions to the Student Services Coordinator for approval.

**If you would like additional assistance with job description language,** particularly around what constitutes legal and illegal phrasing, please refer to the “Avoiding Discrimination in Job Descriptions” document from the Human Resources Department at the University of Michigan:

<https://hr.umich.edu/sites/default/files/avoiding-discrimination.pdf>