



Northwest University Student Activities Board (SAB) exists to promote and build a positive inclusive community through engaging students socially, physically and culturally, in hopes that students will find a sense of belonging at Northwest University.

Position Summary

The four SAB Event Coordinators serve as an integral role on the SAB team. The SAB Event Coordinators lead the planning/brainstorming, preparation, and execution of all SAB events. This will include all events such as performance events, athletic tailgates, game nights, passive programs and everything in between.

Responsibilities

- Be an active member of SAB through meetings, events and class participation
- Effectively brainstorm, plan and assist SAB in providing student engagement events and experiences on and off campus
- Complete specific responsibilities of events or event details that are delegated to you with efficiency and accuracy
- Communicate with team members in a timely and appropriate manner about event details
- Work through and complete Event Forms and turn-in in a timely manner
- Effectively communicate with NU community and outside vendors to assist in event details
- Be in the know of what other team members are doing in order to best assist them
- Be present and an active member at all SAB sponsored programming
- Carry out all other duties as assigned by the SAB Student Director and the Community Life Coordinator

Requirements

This position will require approximately 7.5 hours of work per week and includes a scholarship. Hours need to be flexible as additional hours are required on activity days. This position is advised by the Community Life Coordinator and reports to the SAB Student Director.

- Meet regularly with the SAB Student Director
- Meet regularly with the Community Life Coordinator
- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Leadership Class

Qualifications

- Demonstrate a strong commitment to the Christian faith
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Demonstrate the ability to be organized and detail-oriented, as well as creative
- Exhibits an appreciation for community development through events and programs
- Must be available in the evening hours and weekends for work
- Be a full time student at Northwest University (at least 12 hours/semester) during time in position. May not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to Community Life Coordinator.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Coordinator.

Important Leadership Dates and Requirements

- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Leadership Class
- 22-23 Student Leadership Spring Retreat: April 2, 2022
- SAB Leadership Training and All Student Leadership Training: August 14-August 24, 2022
- Welcome Weekend: August 25-28, 2022
- Spring Leadership Training and Welcome Weekend: January 6-8, 2023
- Attend Leadership Development opportunities throughout the year as assigned by Community Life Coordinator
- Commitment is May 7, 2022– Spring Commencement 2023

Scholarship Information

This position will receive a 10% of tuition scholarship. This will be \$3450 for 2022-2023.