



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 SAB Student Director serves as the leader on SAB and assists in guiding the planning, preparation, and execution of a comprehensive activities programming model for the Northwest University student body. Responsibilities include:

Team Leader

- Be present and an active member at all SAB sponsored programming
- Chair the weekly SAB team meetings in conjunction with the Community Life Coordinator
- Provide pre-meeting and post-meeting communication to team members
- Lead a team of event coordinators in planning student engagement opportunities on and off campus, ensuring all programs and initiatives are faithfully executed
- Assist in leading team development opportunities to build team comradery
- Lead efforts to recruit and include SAB volunteers at regularly scheduled meetings and events

Event Coordination

- Directly responsible for planning and leading execution of Welcome Back Bash, Screaming Eagles Week, Mr. NW, Evening and Northwest Fest
- Responsible for working with appropriate vendors and departments needed to complete events
- Meet with and communicate with event coordinators regularly to ensure all details are being worked out for upcoming events
- Responsible to work with the Creative Team members to ensure all events are effectively and efficiently advertised

SAB Leadership

- Be an active member of the SAB leadership team
- Meet regularly with Community Life Coordinator to brainstorm and plan for SAB growth and development, as well as vision casting for programming
- Assist with fall and spring SAB leadership trainings, as needed
- Carry out all other duties as assigned by the Community Life Coordinator

Administrative

- Responsible to ensure all pre- and post-event paperwork including event forms and evaluation forms have been completed and saved
- Assist in budgeting process, p-card reconciliation and purchases
- Complete calendar updates for events
- Update SAB online platforms as necessary including the Eagle website

Requirements

This position will require approximately 15 hours of work per week, including 8 office hours. Hours need to be flexible as additional hours are required on activity days. This position is directly advised by the Community Life Coordinator. This position also assists to oversee the SAB coordinators. With the 15 hours a week, this position should uphold all responsibilities listed above, as well as prepare to:

- Meet one-on-one regularly with Community Life Coordinator
- Meet regularly with SAB Event Coordinators, Creative Team members and volunteers
- 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

- Must have one year of Northwest University student leadership experience that is scholarship based prior to beginning position.
- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- 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 and can have a big-picture focus
- Ability to effectively delegate responsibilities, communicate responsibly, and motivate peers to success
- Be a full-time student at Northwest University (at least 12 hours/semester) during time in office. 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.
- Must be of Sophomore status prior to running and must have been enrolled as a full-time student at Northwest University for at least two semesters prior to the term of leadership

Important Leadership Dates and Requirements

- It is required that the SAB Director stay around campus for the summer prior to their term of office to prepare for the following year. Free housing will be offered. 10-15 hours a week of work required. May 9-August 14, 2022
- 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 21% of tuition scholarship. This will be \$7245 for 2022-2023, plus free summer housing.