



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 Assistant Student Director functions dually as an event coordinator and as a critical support to the Student Director. While leading the planning/brainstorming, preparation, and execution of assigned SAB events, the Assistant Student Director also leads the initiative for volunteers and leads the creative team.

Responsibilities

- Be an active member of SAB through meetings, events, and team activities.
- 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.
- Effectively communicate with team members, NU community, and outside vendors in a timely and appropriate manner about event details.
- Be knowledgeable about what other team members are doing in order to best assist them.
- Ensure the coordination of volunteers for all SAB events and co-lead SAB volunteer meetings with Student Director.
- Responsible to work with the Creative Team members to ensure all events are effectively and efficiently advertised
- 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 Director.

Requirements

This position will require approximately 10 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 Director and reports to the SAB Student Director.

- Meet regularly with the SAB leadership team (CLD and Student Director)
- Meet regularly with the Community Life Director
- Meet regularly with the SAB Creative Team
- Must be available Monday evenings 4:00pm-6:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-4:30pm each semester for team worktime

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 Director.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Director.

Important Leadership Dates and Requirements

- Must be available Monday evenings 4:00pm-6:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-4:30pm each semester for SAB Worktime
- 2024-2025 Student Leadership Retreat: March 23, 2024
- SLAT & Welcome Weekend: August 11-25, 2024
- Homecoming and Family Weekend: October 4-5, 2024
- Christian Student Leadership Collective (CSLC): October 15, 2024
- Halls-O-Ween: October 31, 2024
- Spring SLAT and Welcome Weekend January 10-12, 2025
- Commitment is Spring Commencement 2024 – Spring Commencement 2025

Scholarship Information

This position will receive a 14% tuition scholarship. Based on the 2023-2024 tuition, this is \$4975.