



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:

SAB Team Leader and Member

- Be an active member of the SAB leadership team
- Meet regularly with Community Life Director to brainstorm and plan for SAB growth and development and SAB related programming
- Be present and an active member at all SAB sponsored programming
- Chair the weekly SAB team meetings in conjunction with the Community Life Director
- 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
- Assist with fall and spring SAB leadership trainings, as needed
- Carry out all other duties as assigned by the Community Life Director

Event Coordination

- Directly responsible for planning and leading execution of Welcome Back Bash, Screaming Eagles Week, Mr. NW, Evening and Northwest Fest
- Meet with and communicate with event coordinators regularly to ensure all details are being worked out for upcoming events

Administrative

- Provide pre-meeting and post-meeting communication to team members
- 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
- Ensure SAB calendars are up-to-date

Requirements

This position will require approximately 14 hours of work per week, including 6 office hours. Hours need to be flexible as additional hours are required on activity days. This position is directly advised by the Community Life Director.

This position also assists to oversee the SAB coordinators. With the 14 hours a week, this position should uphold all responsibilities listed above, as well as prepare to:

- Meet one-on-one regularly with Community Life Director
- Meet regularly with SAB Event Coordinators
- 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

Qualifications

- Must have one year of Northwest University student leadership experience that is scholarship based prior to beginning position.
- 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
- 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 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

- 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 5-August 11, 2024. Limited remote work may be approved at the discretion of the Community Life Director.
- 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 20% tuition scholarship. This will be \$7107 for 2023-2024, plus free summer housing.