



## Student Activities Board SAB Student Director Job Description

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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
- Plan with the Community Life Director to brainstorm for SAB growth and development and ensure excellence in all 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
- Lead the planning of the marketing calendar and brainstorming of content ideas.
- Regularly communicate with the marketing team to ensure follow-through of individual tasks.
- Ensure events are appropriately advertised for.
- Assist in leading team development opportunities to build team comradery
- Assist with fall and spring SAB leadership training, as needed
- Carry out all other duties as assigned by the Community Life Director

#### *Event Coordination*

- Directly responsible for planning and leading the execution of Welcome Back Bash, Screaming Eagles Week, Mr. NW, Evening and Northwest Fest (and others as assigned)
- 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 debriefs have been completed and saved
- Assist in budgeting process, p-card reconciliation and purchases
- Ensure SAB calendars are up-to-date
- Plan ahead for administrative items to discuss during weekly 1-1 with Community Life Director.

## Requirements

This position will require approximately 16 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 16 hours a week, this position should uphold all responsibilities listed above, as well as prepare to:

- Meet one-on-one for 1.5-2hrs weekly with Community Life Director
- Meet regularly with SAB Event Coordinators
- Must be available Monday evenings 3:00pm-5:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Worktime

## Qualifications

- *Preferred:* 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 11-August 10, 2025. Limited remote work may be approved at the discretion of the Community Life Director.
- Must be available Monday evenings 3:00pm-5:00pm each semester for SAB meetings.
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Worktime
- SLAT Kickoff: March 29, 2025
- SLAT & Welcome Weekend: August 11-24, 2025
- Family Weekend: October 3-4, 2025
- Christian Student Leadership Collective (CSLC): October 21 or 28, 2025
- Spring SLAT and Welcome Weekend January 9-11, 2026
- Commitment is Spring Commencement 2025 – Spring Commencement 2026

## Scholarship Information

This position will receive a 23% tuition scholarship. This will be \$8418 for 2025-2026, plus free summer housing.