



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 Event Coordinators serve as an integral role on the SAB team. 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 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.
- Communicate with team members in a timely and appropriate manner about event details.
- Complete Event Forms and upload to Teams 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.
- Coordinate volunteers for assigned events to assist with planning, promotion, and execution of events.
- 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 student leader role is both an educational and developmental opportunity. Because of this, the SAB Event Coordinator position will require approximately 9 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 as needed with the SAB Student Director
  - Meet regularly with 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 team worktime
- \*may change based on schedules

### **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 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 28, 2026
- Return to Campus: August 16, 2026
- SLAT & Welcome Weekend: August 19-30, 2026
- Family Weekend: TBD
- Christian Student Leadership Collective (CSLC): TBD
- Spring SLAT and Welcome Weekend January 8-10, 2027

### **Scholarship Information**

This position will receive a 13% of tuition scholarship. Based on the 2026-2027 tuition, this is \$4,680.