



ANDERSON UNIVERSITY

Department of Student Life

Campus Activities Board (CAB): Student Director Job Description

POSITION SUMMARY

The Campus Activities Board (CAB): Student Director is responsible for planning a wide variety of activities for the entire campus. The CAB: Student Director will provide leadership and mentorship to the CAB: Student Coordinators while they, together, coordinate 4-5 events per semester as well as oversight of specific day-to-day operations of the Student Engagement Office.

MISSION OF STUDENT LIFE

The Department of Student Life explores paths for holistic development and helps students navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

QUALIFICATIONS

- Required: Class standing of Junior or Senior student during the term of employment.
- Required: Good standing, free of academic or disciplinary probation.
- Required: Must adhere to the standards outlined in the student code of conduct.
- Preferred: 2.5 cumulative GPA.
- Preferred: Commitment to a Christian worldview.
- Preferred: Free from chapel probation.

VALUED SKILLS AND TRAITS

- Continually seeks the Lord and is growing in personal relationship with Christ.
- The ability to balance academic work with demands of the position.
- Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
- Respect for the worth of individuals.
- Exhibits leadership skills.
- The ability to relate to a diverse spectrum of students.
- Organized and meets deadlines in a timely manner.
- The desire to serve others, tempered with an awareness of personal limitations.
- Skills in establishing rapport along with the ability to relate well.
- The desire and ability to communicate concern for others.
- Compassion toward fellow students, staff and faculty.



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- Emotional maturity, dependability, and responsibility.
- Humbly leading a team of peers.
- Willingness to authentically share one's life story and experiences.

LEADERSHIP EXPECTATIONS/RESPONSIBILITIES

- Achieve a minimum of 9 Student Leadership Points each semester (Fall and Spring). A menu of Student Leadership Point opportunities will be provided.
- Attend one Career and Calling for Student Leaders session each academic year (3 Student Leadership Points).
- Arrive on campus and/or prepare to begin responsibilities up to one week prior to the start of each semester for training, team building, and preparation.
- Actively support and positively contribute to the work of other student leaders.

ROLE EXPECTATIONS AND RESPONSIBILITIES

- Create and facilitate events
- Provide direct oversight of Homecoming Street Fair and Lil' Sibs Weekend
- Decorate and organize Student Engagement Office
- Organize and publicize events
- Reserve facilities and items pertaining to event
- Purchase food, supplies, and decorations
- Retain speaker and/or entertainment
- Evaluate and debrief events
- Collaborate in the planning and execution of weekly CAB meetings
- Assist in the training and development of new CAB staff
- Attend bi-monthly one on one meetings with Director or GA of Student Engagement

TIME COMMITMENT

- The CAB role is an approximate 10 hour/week role including meetings, training, event preparation and attendance, and other responsibilities.
- Attend all weekly 2- hour CAB meetings.
- Attend all CAB events (Allowed 2 misses)
- Attend bi-monthly one on one meetings with the Director of Student Engagement or designee.
- Cabbies are expected to attend major weekend events including Homecoming, Li'l Sibs Weekend, and Admitted Students Weekend.