



# ANDERSON UNIVERSITY

Department *of* Student Life

## Culture Club Leader Job Description

### POSITION SUMMARY

A Culture Club Leader is an integral part of Anderson University's Department of Student Life and Center for Intercultural Engagement (CIE) team. Under the direction of the Director of the CIE, a Culture Club Leader's primary responsibilities include the leadership of the appropriate cultural club, recruitment of cultural club members, execution of cultural club programming from concept through execution and assessment while representing the appropriate cultural club as a member of the Cultural Club Council.

### 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 Sophomore, 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: Free from chapel probation.
- Preferred: Demonstrated commitment to a Christian worldview.

### 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.



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- 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.
- 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/RESPONSIBILITIES**

- Chair Cultural Club Council and club meetings.
- Create, organize, publicize, and facilitate events for the appropriate Cultural Club.
- Delegate tasks for club events.
- Debrief and evaluate programs and events.
- Manage club budget and funds with the help of office staff.
- Engage in campus-wide conversations related to diversity and equity.

### **TIME COMMITMENT**

- The Cultural Club Leader role is an approximate 6-8 hour/week role including meetings, training, event preparation and attendance, and other responsibilities.
- Attend all Cultural Advisory Team (CAT) meetings, workshops, and training opportunities.
- Attend bi-monthly one on one meetings with either the Director of Spiritual Formation of designee.