



## SAB Finance Coordinator – Job Description

**Time Frame:** July – May (early)

**Commitment:** 15 hours each week

**Reports To:** Student Programs Coordinator

**Scholarship:** 30% of the cost of room & board

The SAB Finance Coordinator is responsible for facilitating and managing the budgets under the direct oversight of the Student Programs Coordinator as well as assist in planning some of the SAB events. They work closely with the rest of the members of the Student Activities Board and organize the budgets from each event sub-group into the final budget.

### **General Qualifications:**

1. Be a current undergraduate who has completed at least two full semesters at Corban
2. Be a member of the Corban Community in good standing
3. Be familiar and compliant with Corban's Student Walkthrough
4. Be registered for a minimum of 12 credits, with a maximum of 18 credits
5. Demonstrates an authentic relationship with Christ
6. Exhibit peer leadership abilities and effective organizational skills
7. Have a passion for the mission of Corban, and desire to represent the students of Corban
8. Possesses a cumulative G.P.A. of 2.5 or higher

### **Position Qualifications:**

The SAB Finance Coordinator must be able to pay attention to detail when assisting in managing the budget and be able to effectively delegate responsibilities and motivate their peers. This person must be assertive, persistent, committed to the position, and have had previous experience running activities. Interpersonal communication skills and a familiarity with Excel are a must in this position.



### **Position Responsibilities:**

*Position responsibilities are not limited to what is listed.*

The SAB Finance Coordinator is expected to:

1. Assist the Student Programs Coordinator in managing the SAB budget
2. Communicate with Student Programs Coordinator about any questions or anomalies in budget
3. Complete and keep monetary records for each event
4. Coordinate new and traditional large and small-scale event opportunities (ex., Beach Party and Tree Lighting)
5. Hold regular office hours (five scheduled per week)
6. Partner with and enable student-led activities
7. Work with outside vendors for any activities brought to Corban
8. Work with the sub-groups to ensure that event expenses and revenues are accurately documented

### **Meetings, Trainings, and Other:**

1. Attend chapel
2. Attend all training sessions as outlined in the Hiring Process/Training Timeline
3. Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus)
4. Meet bi-weekly with Student Programs Coordinator
5. Meet twice weekly with SAB team
6. Represent the University with maturity and professionalism